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General Meeting
Wednesday
1st September 2004
Paul French from
Tasmanian Printer Cartridge Co
8 PM
Committee Meeting 6 Pm

Special General Meeting
7.30 Pm
Wednesday 8th September
Constitution Changes

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

Single \$10, Family \$15 (Includes Email edition Newstream)

Printed & Posted Newsletter \$20 extra

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General Information

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Ron's Ramblings

Well the AGM is over and yes, we did have a quorum.

The new committee is listed opposite. It is nice to see new faces on the committee and all of those members on the OPEN committee are also on the General Committee, which will make the administration of the Group more efficient.

However we will still need to change the Constitution! If you have not already done so have a look at the proposed changes on the LCG website. The special General Meeting is on the 8th September, at 7.30 PM. We need at least 17 people present again to be constitutional. We were unable to hold the Special General Meeting on the normal meeting night as it was necessary to give 28 days notice of the changes and the most we could give was 27 days to the normal meeting.

The purpose of the changes to the constitution is to give any SIG (Special Interest Group) such as OPEN the capacity to handle finances and to conduct business in a normal way without being restricted to having to wait until the General Committee Meetings once per month. At present as an interim measure, all OPEN Committee members are members of the General Committee including Iris Meek who is Group Treasurer. Another change proposed is to the financial year of the group which at present is July to June. The operating year of OPEN is related to the Annual Year (January to December. It is proposed to make the Group year correspond to the Annual year.

Which brings me to another point to consider. **If you have not paid a subscription since April this year, you are unfinancial and this will be the last newsletter you will receive until your subscription is renewed.** As the Subscription Rate has not been changed it remains at \$10 Single and \$15 Family to receive the "Newstream" by email. Printed and posted copies are still \$20 extra.

Launceston Computer Group
SOFTWARE LIBRARY
 Dated 1st Sep 2004

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.

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

Judy Hall, Shareware Librarian

AVAILABILITY OF LIBRARY

The Shareware Library is available in-between meetings from the following people. 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: jhjort@intas.net.au

Monthly Workshops

Graphics PSP7 – 15th Sep

Next class

PSP7 – Using Paint Shop Pro

Wednesday 15th Sep

1pm – 3.30pm

\$6.50 fee - Numbers limited to 8 please register on noticeboard or call

Judy 63947358 or 0428 947358.

Launceston Camera Club

Monthly meeting on Saturday, September 18.

See the next page for details of the special Digital

Camera Workshop (October 1) which is available to members of OPEN.

Family History Online

Next Classes

Wednesday 8th Sep 1pm–3.30pm &

Tuesday 21st Sep 9am–12pm

\$4.00 fee Numbers limited to 8 people

Please register on noticeboard

Microsoft Publisher

Next Class

Thursday 9th Sep - 3pm to 5pm

Please register on noticeboard – Fee \$4.00

Class sizes limited.

Graphics – Level 1

This new class will be held every second month and is aimed at those people who are new or know little about manipulating graphics.

Wednesday 22nd Sep – 1 to 3.30pm

Please register on noticeboard

Fee \$6.00 Includes both programs.

Print Artist

Wednesday 24th Nov

1 – 3.30pm

Making banners and signs.

VENUE TELEPHONE NUMBER

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

0413 698 610

If you use this telephone for an outgoing call

while at OPEN, please pay for the cost of your call (\$1 per minute).

OPEN Session Times

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

Standard Sessions (All sessions \$4.00)

Monday	1pm – 3pm	Next Step Beginners
Tuesday	9am – 12	PC & Mac
Tuesday	1pm – 3pm	Beginners
Wednesday	9am –12	Beginners
Wednesday	2pm – 4pm	2 nd Step
Thursday	10 am – 12	PC & Mac
Thursday	1pm - 3pm	PC & Mac

Special September Sessions

Wednesday 1 st Sep	1pm on	OPEN Meeting & Tutor Tutorial
Wednesday 1 st Sep	7pm on	LCG Monthly Meeting
Thursday 9 th Sep	3 – 5	MS Publisher
Wednesday 8 th Sep	1 – 3	Family History
Friday 10 th Sep		Printing on Fabric
Wednesday 15 th Sep	1 – 3	Graphics PSP7
Tuesday 21 st Sep	9–12	Family History
Wednesday 22 nd Sep	1 -- 3	Graphics Level 1
Wednesday 29 th Sep	1 – 3	CD Burning (incl NERO)
Friday 1 st Oct	9-12	Digital Camera Workshop

(Continued from page 3)

What's Happening at OPEN

OPEN Monthly Meetings

Next Meeting 1st SEP 2004 at 1.00

At the Annual General Meeting held on August 4, 2004 the following people were elected to help run OPEN for the coming year.

Chairperson

Janet Headlam

Vice Chairperson

June Hazzlewood

Secretary

Robert Tierney

Assistant Secretary

Joan Nott

Treasurer

Iris Meek

Asst. Treasurer, Newsletter Compilation

Dennis Murray

Publicity Officer

Karia Wicks

Membership Co-ordinator

Wayne Gibson

Maintenance Co-ordinators

Judy Hall

Chris Ralph

Something New ? >>>>>>>>

If there is a certain computer-related topic that you would like to learn about please contact a member of the committee.

On **Wednesday, September 29** there will be a special tutorial on how to write CDs (i.e. 'CD Burning') using the popular **NERO** Program.

NEW CLASS

To be held every second month.

Graphics – Level 1

Entry level graphics for those people new to computers or new to the field of graphics.

Next Level 1 Class

Wednesday 22nd Sept 2004

1pm – 3.30pm

Special Tutorial

September 29

1.00 – 3.30pm

CD Burning (including NERO)

Induction Packs

The new induction packs are now available. These packs include all the information a new member requires to begin their course.

Induction Packs will be handed out to each new member once they have paid their membership.

Waiting Lists

A waiting list has been drawn up in the back of the daybook. Please enter the names and preferred sessions and contact numbers in the list.

A Digital Camera Workshop

Will be held on Friday, October 1, from 9am to 12pm. Only 10 places will be available so put your name on the list NOW!

You will need your camera (with batteries fully charged), manuals, computer connector cables and cords, notepad and pencil.

Printing Costs

With the purchase of the new printer we now have photographic quality printing available to all members and students.

At this time the cost of printing will remain the same but may be reviewed in the future. **Current costs are:**

Photocopying	20c per page
Printing to Kyocera Printer	20c per page
Printing black & white text to Canon	20c per page
Printing text and graphics to Canon	40c per page
Printing cards or full page graphics	\$1.00 per page

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.

Special Monthly Meetings

Launceston Computer Group Inc.

1st Wednesday of the month

Wednesday 1st Sep 2004

Evening 7.30pm – 10pm

Printing On Fabric

This special session will be conducted on Friday, September 10, by Fran Cox.

The cost of \$20 per person will include all materials required – and refreshments!

Please book for this session as numbers will be limited.

Getting started with Money 2004

Tim Woodward shows you how to manage and keep track of your bank and credit card accounts, with a little help from Money 2004.

Getting started with a personal finance manager like Microsoft Money 2004 can seem a very daunting process, but, once you have the foundations in place, keeping your accounts up to date is a quick and simple task.

Over the next two months we'll be looking at the all-important job of setting up your bank, savings and credit card accounts, creating the categories you wish to use to analyse expenditure and seeing how to speed things up with online banking.

If Money is to give you accurate information about the state of your finances, then it will need to know some important information about your existing bank, credit card and loan accounts. The more you tell Money about your current balances, interest rates and so on, the more it will be able to help you see exactly how well you're doing.

This might sound like a big job, but don't worry, because Money has a useful set-up Assistant to guide you through the initial stages of the process. Before we start however, you'll need a few bits of old-fashioned paper. Now is the time to gather together your bank and credit card statements, mortgage and loan details, and details of any standing orders or direct debits you want to set up.

Make a new accounts file and keep it secure If this is the first time you've run Money 2004, you'll find yourself on the home page of the Set-up Assistant. All you have to do is fill in each page of questions and click the 'next' button as usual to proceed. Don't worry if you've been playing around with the software already; to start with a clean slate simply go to the File menu, choose New|New File and create a new accounts file – the Set-up Assistant will then appear.

First of all, Money needs to know how to access the Internet to use some of the online features. Begin by telling the software how you make your Internet connection. On the next page you'll need to decide whether you want to use a Microsoft Passport to secure both online dealings and your local accounts file. If you already have a passport (if, for example, you use MSN or have a Hotmail account) then make sure you tick the 'Use Existing' box. You don't need to have a Passport in order to use Money, but if you do then the software can download bank and stock details in the background without disturbing you.

Choose your priorities and create accounts After providing the wizard with your first and last names you can choose which financial areas you would like Money to help you with. Some of the questions on this Select Your Priorities page add links to your personalised Money Home Page, and some of them tell the wizard what data to ask for now. As we'll be covering investment and planning in the next tutorial, for the moment let's concentrate on setting up the basic accounts you'll need to get up and running – you can do this by ticking just the first three options under Accounts and Bills Priorities.

Next you can select how many current, savings and credit card accounts you would like

Money to track for you (we'll ignore retirement and investments for the moment). Money will then ask you for details for each account. This is where those paper bank and credit card statements come in – simply choose each financial institution in turn, then tell Money what to call the account and enter your starting balance.

When it comes to entering this figure, it's best to type in the balance at the end of the previous statement rather than the latest one. This will mean that you can then enter all the most recent transactions from the latest statement by hand later, and get plenty of practice in using the software in the process. When you've finished setting up your accounts, Money shows a summary screen and a warning that if you finish now you won't be able to get back here to get help with the Set-up Assistant. This isn't a problem, because if you need to add accounts later there's a separate, but simple-to-use 'New Account' wizard on the Accounts and Bills menu.

Add a few regular bills and payments As we've taken the liberty of showing you how to set up online services with your main bank account in the three-step walkthrough on page 158, you can skip the Set-up Online Financial Institutions page for the moment and enter details of your regular income and expenditure. Start with your usual payslip from your main employer, and enter your net take-home pay (obviously skip this bit if you're self employed and don't know where the next crust is coming from). Don't worry if you're paid a differing amount each time, you'll have the opportunity to change this each time your entry is posted.

You can now tick all the types of bills you pay regularly, such as electricity and telephone charges and Money will set up each one of these in turn to come out of your account automatically. Again, if you have the paper information to hand here this will make light work of the next few screens. It really is worth taking the time to enter all this data now, as this means you won't have to type it in manually each and every month. Once you've confirmed that the job is done you can finish and leave the Set-up Assistant. At this point you'll find yourself on the home page of your brand new accounts file, all ready to go.

You should see the bank and credit card accounts that you've created with the latest balances showing, and you'll notice that Money has already gathered together any forthcoming bills and deposits, ready to post when they're due.

You can make this home page as interesting as you like. Simply click the Update Now links for Breaking News and Headlines from MSN Money, and Money will download and display the latest information on money matters, stocks and shares and so on. Next month we'll look at using Money on a day-to-day basis to track your finances by entering payments and receipts into your bank accounts. There will be more information on investment planning, and how to manage debt using the tools Money 2004 provides.

Setting up online banking

Undoubtedly, the easiest way to set up an account for online banking in Money 2004 is to go to Accounts and Bills/Account List and click the bank account you want to use. You

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can now select Change Account Details from the sidebar, and click Go to Online Setup at the bottom of the page when the Update Details screen appears.

Next, Money will ask you to confirm which online institution you wish to use. Type in the name of the bank you wish to connect to and click Next to be taken to the Online Services Manager. Here you can click on Change Financial Institution alongside the account you wish to set-up and confirm the bank you want to use from the drop down list.

The next screen will depend upon the bank you have chosen and how you log into the Internet banking system for that bank, but once connected Money will offer you a chance to choose which account to use for online banking. Simply select the account to use and on the next page choose the frequency of downloads and other jobs.

Tim Woodward

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Categorically speaking

Money 2004 can get very confusing if you're new to accounting software. In the end, though, it's all down to analysis. In order for you to see how things are going financially, Money needs to place income and expenditure in neat boxes. If you use categories, then you'll be able to see how much you spent on, for example, telephone charges or car costs as opposed to school fees. You'll also be able to tell which particular car costs were down to business trips and which were personal, using the broader scope of classifications. Each transaction you enter into Money can be assigned to a classification and a category, giving you ample scope to find out later how much different areas of your life are costing you. This may well be more important if you run a business than if you run a family, but information remains power. It's much better to know why you went into overdraft this month than just simply knowing that you did – perhaps next month you can then budget accordingly.

Accounts on the other hand are simply money pots – banks, credit cards, saving plans and so on. If categories and classifications are analysing the 'flow' of money in and out, accounts can be described as the buckets the money flows out of or into.

Thankfully, Money 2004 comes with plenty of categories already in place, and you can manage these in Accounts & Bills/Categories & Payees. To change or create new categories, simply use the appropriate button at the bottom of the page, and if you want to save yourself hours when filling in your Tax Return you can do even more. Money can assign certain income and expense categories to specific Tax Categories on the form itself. To do this, click Set up Tax Categories on the Set up Your Categories screen, and associate each expense

Day-to-day with Money 2004

You can tell just where your cash is going at a glance by keeping Money 2004 updated daily.

With a few accounts and categories set up and your regular bills and payments on file ready to go (see Personal Finance with Money 2004), we're ready to provide Money 2004 with the raw data it needs to really get to work. In this tutorial we will see how easy it is to enter day-to-day transactions into the software, and look at how you can get started with Money 2004's investment and planning aids.

There's a saying that goes along the lines of 'you only get out what you put in', and in computer terms you can read this as Garbage In, Garbage Out. When it comes to accounting, this GIGO concept is extremely important, because if you just throw a load of data into Money 2004 without telling the software a little about it, then Money unfortunately won't be able to tell you where your cash went. More importantly, you won't be able to see how well you're doing or perhaps even why you aren't doing well at all. Thankfully, Money makes it easy to analyse your information using categories and classifications (see Part One for more on this) and, once you get the hang of what goes where, entering data will become a doddle.

Data entry using the Accounts Register

Armed with your chequebook, and perhaps any bills or receipts for expenditure you've made, go to Accounts List on the Accounts and Bills menu and click the name of the bank account in which you want to edit date. You should see a screen called the Accounts Register, which looks something like your bank statement, showing all your transactions to date, along with an account balance and a list of scheduled bills and deposits. At the base of the page should also be a form for entering new transactions or editing existing ones – if it's not there, click Show Transaction Forms at the top-right of the screen.

To start a new entry either click the first blank line at the end of the list of transactions or press the 'New' button on the form itself. Take your receipt, or a chequebook stub from which you want to enter data and fill in the fields of the form one at a time, pressing tab after each one so you don't skip an important field with a mouse click in the wrong place. The cheque Number, Pay To, Date and Amount fields are pretty obvious, but the most important entries are Category and Split.

Doing the splits and saving time

If you were posting a payment for groceries, then you would typically use a category like Food, with a sub category like Groceries (these should be part of the standard categories already set up in Money 2004). If part of that particular cheque was used to pay for petrol, because you filled up at the supermarket, you can use the Splits button to split the total amount over several different categories. Simply add another category line for, in the case, Car Petrol/Diesel under the existing entry, and adjust the amounts appropriately.

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You might have noticed the Common Withdrawals button while processing your payment. This is an excellent way to save time when posting entries you often come across. Just drop down the list and you can pick from the most often-used bills, credit card payments and cheque purchases. You might also notice that as you type, Money enters the rest of the description for you, and you can save time by making the entry a recurring one if you expect this to be a standing order every month.

The same procedure applies to making deposits or posting transfers between accounts; just choose the appropriate tab on the form before starting your entry and fill in the fields one by one. The accounts register is simple to use, and a handy place to see everything that happens in your bank account. You can sort the entries in any order, limit the display by date or choose reconciled or un-reconciled transactions only.

Investing in the future

Money 2004 doesn't just take care of your day-to-day expenditure tracking. A large part of the program is devoted to investment planning and management. This is, by its very nature, a complex subject, but if you have investment plans, shares or trusts, an overview of the way Money deals with things should be enough to get you started.

Money 2004 features three elements to help you track your funds: Accounts, Portfolios and Investments. Creating an Investment Account is the first step in the process, after which you can add individual investments to this account, and the various accounts will then be gathered together under an overall portfolio.

Creating an investment account is a simple matter of running a wizard, just like those for creating bank and credit card accounts. To find the wizard look under Portfolio on the Investment menu, click Accounts on the navigation bar and Set up Accounts in the left pane. Use the Add a New Investment Account link to fire-up the wizard, and answer all the questions one at a time. Once done, you will get an opportunity to add specific investments to this account, and you will need your latest statement from the financial institution concerned here for the cash balances involved.

To check how your investments are doing, you can see an overview of your portfolio based on share valuation or prices, plus a performance view that showing the market gain and appreciation. If you have enough data you will also see a graph of the investment value, along with an indication of your best performers, and the percentage increase (we hope!) in value since the last time you checked.

If you haven't actually bought any shares or investments, but you would like to see what might have happened had you had the nerve, you can use Money 2004 to 'watch' on-line performance for you. Choose Add an Investment from the left pane of the Portfolio view, select Investments to Watch and tell the wizard which shares or index you're interested in. You could, for example, track an index to compare the performance of an investment within its industry, peer group, or the market. You can even keep track of your imaginary shares against the FTSE, Dow Jones, NASDAQ, or industry indices such as Chemicals

and Healthcare.

Tim Woodward

Long-term planning,

such as saving for retirement, is another area where Money 2004 can help. Nowhere do you get more out of Money 2004, based on how much information you put in, than when using the Lifetime Planner.

Here you can effectively tell the software about every aspect of your financial situation; Money will return the favour by keeping you on course to achieve your goals in the time span specified. As you alter information during the day-to-day running of your accounts, so Money will update your plan, and inform you of the possible outcome.

To make a start go to Lifetime Planner on the Planner menu, and input as much data as you can about yourself, and your partner if applicable. You can create a profile of your income and career situation, and calculate an effective tax rate and inflation figure to determine the effect of those factors on your salary.

Next you can include saving and investment accounts already on the system, and add savings contributions, life insurance and pension provision details as well.

You can input an expected rate of return for your savings and investments both before and after retirement, while detailing the extent of your existing assets.

Usually your home will be your biggest asset, but Money understands that this is often offset by a mortgage loan with a specific life, so this can be taken into account.

Finally, your other loans and debts (using data from the Debt Reduction Planner if you've used this tool) and your typical living expenses can be entered and plotted, to see the effects of inflation; the results are displayed in various graphs and charts that help you to see exactly what you can expect over the course of your lifetime plan.

You can then take advantage of Money's personalised advice based on your own particular situation and look at forecasts for specific questions, such as 'Will I have enough money for retirement' or 'Can I save more than planned'. It's all very clever, even if the results might not be what you wish.

***Editors Note** The principles shown in this and the previous article apply to earlier editions on Money although details may have changed*

This article first appeared in PC Plus Issue 218 - July 2004

Please note that the information contained within this article is correct at the time of creation. Information may have changed since the appearance of this article in the magazine or website. Copyright Future Publishing Ltd

A brief history of computing...

A small beginning, and a large one

ABC and ASCC

Peter Carter

As we have already seen, the 1930s were a time of progress in mathematics and electronics. We have also seen that tedious calculations were motivation to devise means of their automation. That was the spur to John Atanasoff and his graduate student assistant Clifford Berry, and to Howard Aiken.

ABC

For his PhD on the electronic structure of helium in the 1920s, Atanasoff spent long hours with mechanical desk calculators. In the following years he spent much time thinking about calculating machinery, and by 1937 he had developed several principles. The first was that memory had to be separate from calculation, and that calculation should be digital, not analog as in the Bush Differential Analyzer. Whether the machine should work with decimal or binary numbers was something he was not sure of. Indeed, there were several problems that frustrated him greatly.

One winter night, after an evening of particular frustration, he got into his car and drove at high speed for several hours. The necessary concentration meant that he could not think for a moment about anything else. Some 300 km from his starting point he stopped for a drink at a roadhouse.

As the drink was put before him the ideas began to flow: electronics (vacuum tubes), not electro-mechanical (relays); binary arithmetic;

memory in the form of capacitors, with circuits to maintain their charge... He drove home more slowly.

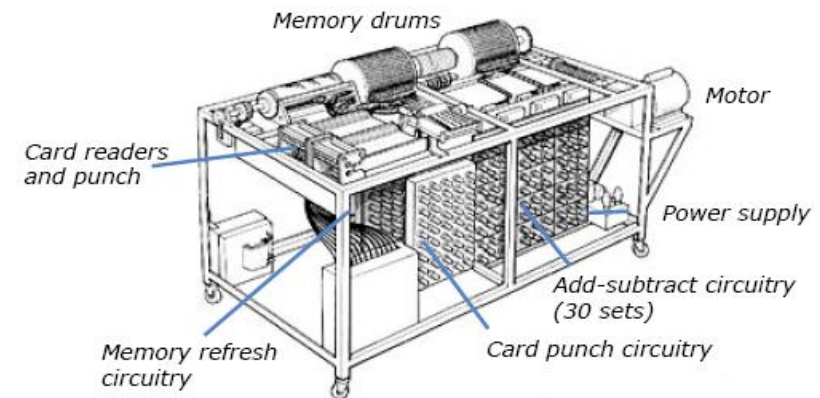
With Berry, he began work, building first a prototype to test capacitor memory, the regenerative circuitry, and the logic circuitry, which contained eight vacuum tubes. It was 1939.

By 1942 the Atanasoff-Berry Computer (ABC) was complete. There were two drums with the memory capacitors, rotated by an electric motor, card readers and punches, 30 add-subtract circuits, and all the associated circuitry, some 800 valves in all.

The machine worked, solving up to 29 simultaneous equations. It was not programmable in the way we would understand, but it was an electronic computer, the first to use vacuum tubes in its logic circuits.

The card readers and punches occasionally led to errors, meaning that calculations had to be repeated to be certain of the result. These were problems that would have been overcome had there been time: the war now intervened. Berry moved to a draft-deferred position and Atanasoff joined the US Naval Ordnance Laboratory.

Without Atanasoff's knowledge, the machine was dismantled, and by the end of the war Atanasoff had Howard Aiken began his



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working life as an electrical engineer, but then studied mathematics and physics, gaining a PhD. The thesis required calculating nonlinear simultaneous equations, and Aiken commented in the thesis on the time required to solve them.

Unlike many of the other pioneers, Aiken had read Babbage, and his knowledge of the Analytical Engine was an incentive to build his own. In 1937 he circulated a memo, 'Proposed Automatic Calculating Machine', in which he explained how a machine could be built using existing calculators linked together, and controlled by paper tape.

Aiken approached several manufacturers of calculators, but there was little interest. In 1937 however, Thomas Watson Sr of IBM backed the project, and planning began. Like Atanasoff, Aiken was called into military service, becoming the officer in charge

Calculator or Harvard Mark I, was based on a set of 72 standard IBM mechanical registers, each storing a 23-digit number and its sign. There were some 3300 relays, four paper tape readers for instructions, three for data, card readers punches, and two electric typewriters for was electro-mechanical partly because Aiken little faith in electronics and partly because supplying the parts.

Completed, the machine was 15.5 m long, high, and weighed 5 tonnes. First assembled IBM's Endicott plant in 1943, it was moved Harvard in 1944, where at the official unveiling Aiken snubbed Watson by taking all the himself and ignoring IBM's contribution.



Howard Aiken
1900 - 1973



Two views of Mark I. The four devices in the centre of the pic below are the tape readers. The output typewriters are on the right.



Aiken and his machine were set to work on naval gunnery and design problems, work that involved calculating tables, just as Babbage had wanted his Difference Machine to do. It was an impressive sight, and sound*, and for many who saw it the first 'electronic brain'. It remained in use at Harvard for 15 years. But Mark I was outmoded even before it began work. Elsewhere, fully electronic machines were being built in great secrecy.

* Mark I was said to have sounded like a roomful of old ladies knitting with steel needles

Aiken built Mark II and Mark III after the war. They were more powerful than Mark I, but like it, were dead ends.

Although the machine itself led nowhere, the third person appointed as a 'coder' later became a key figure in the design of programming languages. She was Grace Murray Hopper, and one of her first tasks was to write *The Manual of Operation for the Automatic Sequence Controlled Calculator*.

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IBM, with Watson still annoyed with Aiken, began work on its own machine, the Selective Sequence Electronic Calculator, even bigger than Mark I and with both valves and relays, and completed in 1948.

Further reading

There is copious information on the Web on both these machines and their creators. For the ABC, try <www.cs.iastate.edu/jva/jva-archive.shtml>, and for Mark I, <www-1.ibm.com/ibm/history/exhibits/markI/markI_intro.html>

The first bug

One day in 1947 Mark II produced an obviously wrong answer. Technicians found a moth battered to death in one of its relays (Relay #70 in Panel F). They taped the insect into the machine's log book with the comment 'First actual case of bug being found.'



Modifications to the Constitution

As the time comes to vote on the proposed changes to the constitution it is important that all members look at the proposed changes and think carefully of the implications of these and weight up whether these changes are for the betterment of the group or not.

One change with I am seriously concerned about is to part 19 which adds:

"If at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, those members in attendance at the meeting shall be deemed to form a quorum."

At the May 2003 committee meeting the next committee meeting was called for 13/6/03.

At that meeting I was the only member present. Under this proposed change I could envisage a situation where one or two disgruntled members may be in a position to make radical decisions which could seriously harm the group.

The change in point 37 would change our financial year to January to December and involve organising reports, audits and the AGM at a time of the year when many people are away on holidays and not interested. An added problem would occur if the group were to expand to a point where it was required to be registered for GST and submit a Business Activity Statement. Since our financial year is not a July to June one, the group would be required to submit a BAS on a monthly basis which would prove very onerous. Last years total income was close to \$25000 if we were to receive a couple of extra grants this figure could easily get close to the \$50000 limit.

I also have issue with the general thrust to allow multiple "committees" to make decisions on behalf of the group or parts of the group. My belief is that we should be one united group working together for the betterment of all. I would not like to see a return to the days when we had three committee meetings in the month: Launceston Computer Group, Launceston Macintosh Users Group and Computer Show. I would like to see us bring things together rather than driving them apart into two virtual groups with all the complications that brings.

There have been some discussion about the problems of communication within the computer group. I am beginning to believe that the only way to run things effectively it to have just one committee making all the decisions. After all it was for this reason that LCG and LaMUG chose to amalgamate in the first place. Since most of the activity is being done via the Open group, it makes sense for the members of this group be a major part of the LCG committee. By having one committee meeting one or two afternoons each month with the power to make all the decisions, I think we can easily solve all the current problems without creating a huge bureaucracy and without requiring any change to the constitution.

Also while you are reading the constitution, have a read of section 24 on the minute book. A copy of the constitution and proposed amendments are available from www.lcg.org.au Please consider your vote carefully.

David Gray

Newbie Club Tutorials

Tutorial... "Windows Made Clearer Part 1"

3 buttons on a PC - Minimize, Maximize, and Close - are used more than any other - apparently:-)

These little buttons are found on every window in the right side of the Title Bar. The minimize button is commonly referred to as the "minus sign" but that's a kind of symbolic reduction of the item's significance. The Close button is called the "X" button by some, and could be correlated with the X-File if you want to be imaginative. The buttons reside in order: Minimize, Maximize, and Close.

Clicking the minimize button will fold up the window into a neat little package that resides in the taskbar in button format. Try it. Click the minimize button on this e-book right now, and watch it transform itself via the magic of animation.

The Maximize button is next to minimize, and its sole purpose is expand the window to full screen. No matter how small or to what size you've adjusted a window, clicking this button will dramatically increase your view.

After expansion, the button looks like a double set of maximize buttons, one layered on top of the other. Click again, and the window returns to its previously un maximized state.

Tip: Double click the Title Bar to maximize or return a window to its previous size.

Windows Made Clearer Part 2"

The close button will terminate your program or application. If you haven't saved work, you'll be prompted with a message, so don't worry about losing your valuables.

If you see two sets of "X" buttons, such as are common to word processing programs, the lower set will close the document without exiting the word processing program.

The Resize Handle is special.

What? What's a resize handle? It's that little area in the lower right corner of a window that lets you, well, resize the window! Vertical and horizontal

dimensions can be changed simultaneously using this handle. Pass your mouse cursor over the resize handle, and it turns into a double-headed arrow. Left click and drag the window to the size you desire.

Windows Made Clearer. Part 3"

Check your status with the Status Bar.

This is an overlooked part of a window that displays statistical and other information. Things like the time, the size of a selected file, and any other detail oriented info the designers want to include can be found here.

Turn the Status Bar on if you want to see it. The bar makes up the bottom portion of an active window.

Windows comes out of the box with the status bar turned off. Seems someone thought you'd be overwhelmed with information, and decided to make Windows as plain as possible. There are a lot of nice features that are turned off by default. The Status Bar is one of them.

Check any window's View menu to see if an option for using the Status Bar exists. Also, try right clicking the status bar itself to see if any user configurable options exist.

Still confused? Don't worry it's not as difficult as it looks. Just take your time and go through these actions one step at a time. Pretty soon it will become second nature to you.

Tutorial ... "Glueless Wallpaper" Let's change the wallpaper on your computer. It's drab and needs an update. And let's use a photograph instead of a graphic. Okay, use a graphic if you want. But we'll explain how to snag a photo off the web and use it.

Go to a site that has some great photos. Just type "Free Images" into your favorite Search Engine. When you get there, find a Copyright-free photo that appeals to you.

Now, right click the image you want to use. From the popup menu, select 'Set as Wallpaper' and click. The image will replace whatever is on your desktop, and be centered. I don't mean your icons will be replaced, but that any current wallpaper you have will be replaced.

Now, what if you want to tile this picture? That is, use it like tiles to cover

(Continued on page 12)

(Continued from page 11)

your desktop? Here's how.

1. Right click your desktop.
2. Click properties. (Remember, if we don't say to RIGHT click, we mean LEFT click.)
3. The Display Properties window appears. The Background tab should be automatically selected. If it's not, click it once.
4. In the Wallpaper box, you'll see "Internet Explorer Wallpaper" selected. There's a drop down box titled 'Display' to the right.
5. Click the drop down box, and choose 'Tile'.
6. Click OK.

The photo will be tiled, covering your entire screen, instead of being centered. If you want to experiment with something, try selecting the 'Stretch' option.

To reverse yourself, just go back through the steps above, and select different wallpaper

Tutorial: "Default Email Client"

Cough cough... gag. And a little choking, too.

Okay, you know what the word 'default' means, right? It's the one you get if you don't specifically request something else! Like the chlorinated tap water served at the basic restaurant. "Hey, I didn't order ice with that!"

Now then, you know what 'email' is, right? So what's a 'client' then? It's your email 'program' or 'software'. Outlook Express, Eudora Pro, etc. Not to be confused with web based email!

The 'client' runs ON your computer's hard drive, NOT through your web browser. MSN, Hotmail, Yahoo Mail, etc... are all examples of web based email.

The 'default email client' is the program that's going to spring to life when you click a "hot" email link. Try this test:

click here==> <mailto:support@newbieclub.com> ... if ANYTHING happens, (it won't if you're reading this on Hotmail or some other web based email doo-dah) then what you see next is your default email client.

And nothing will happen if you're using AOL! AOL doesn't support "hot" links. And a whole lot of other stuff too:-)

From Newbie Club Ezine

Go Slow With XP's SP2

Many readers are wondering what to do about XP's SP2, which is starting to trickle out in a limited release. But over the next few weeks, just about all XP users will be offered the download in a carefully sequenced rollout designed to prevent the overload of Microsoft's servers.

When you're offered SP2, my advice is: Do nothing; wait a bit.

SP2 is huge--- so big it's almost a whole new version of XP. Like any new version of any OS, it **will** contain bugs, and it **will** cause trouble on some setups. The more complex and/or nonstandard your setup is, the greater the likelihood of a problem.

Plus, there's no "must have right now" element to SP2: Much of SP2 is designed to force uninformed (or just plain lazy!) PC users to use basic security--- to stay current with updates, to use a firewall, etc. (These are the users running the unpatched/unprotected systems that allow most worms/viruses to spread.)

But odds are, if you're reading this newsletter, you already know about and are using pretty good security practices, such as good firewall, antivirus and anti-spyware tools, and you're keeping up to date with Critical Updates. If that's the case, you won't gain a lot by rushing into SP2.

Instead, wait a bit--- even as much as a month or two--- to let the worst problems with SP2 come to light and be fixed on other user's PCs. Again, as long as you're already using the kinds of security tools and techniques we discuss in this newsletter every week (example: <http://www.informationweek.com/840/langa.htm>), there's no need to rush into SP2.

I'm not the only one suggesting this "go slow" approach. See, for example these other authors: <http://www.scotsnewsletter.com/60.htm> <http://channelzone.ziffdavis.com/article2/0,1759,1633858,00.asp>

But if you absolutely must try it as soon as you can, **MAKE A FULL IMAGE BACKUP OF YOUR SYSTEM!** (There, I hope that got your attention! <g>) You can use a free trial version of BootIt for example (<http://www.terabyteunlimited.com/>), and have a bulletproof way to roll your system back to pre-SP2 condition if things don't work out. Note that standard uninstall, backup or roll-back tools (like Go Back) may NOT suffice for an update of this size and scope. If you want to be 100% sure you can undo SP2 in its totality, you **must** use a heavy-duty imaging tool. See <http://search.atomz.com/search/?sp-q=imaging&sp-a=0008002a-sp00000000> .

But for most of us, the answer's simpler: Relax! Take a break, and let others blaze a trail for you! Eventually, SP2 will be worth installing, but for most of us--- almost everyone--- there's no particular need for, or benefit from, being an early adopter.

From LangaList 16/8/2004

Catholic Kids Explain The Bible

Pay special attention to the wording and spelling. If you know the Bible, even a little, you'll find this hilarious! It comes from a Catholic Elementary school test. Kids were asked questions about the old and new testaments. The following statements about the Bible were written by children. They have not been retouched nor corrected. (i.e., incorrect spelling has been left in).

- 1. In the first book of the bible, Guinnessis. God got tired of creating the world so he took the Sabbath off.*
- 2. Adam and Eve were created from an Apple tree. Noah's wife was called Joan of Ark. Noah built an ark and the animals came on in pears.*
- 3. Lots wife was a pillar of salt during the day, but a ball of fire during the night.*
- 4. The Jews were a proud people and throughout history they had trouble with unsympathetic Genitals.*
- 5. Sampson was a strongman who let himself be led astray by a Jezebel like Delilah.*
- 6. Samson slayed the Philistines with the axe of the Apostles.*
- 7. Moses led the Jews to the Red sea where they made unleavened bread which is bread without any ingredients.*
- 8. The Egyptians were all drowned in the dessert, Afterwards, Moses went up to Mount Cyanide to get the ten ammendments.*
- 9. The first commandment was when Eve told Adam to eat the apple.*
- 10. The seventh Commandment is thou shalt not admit adultery.*
- 11 Moses died before he ever reached Canada . Then Joshua*

led the Hebrews in the battle of Geritol.

- 12. The greatest miricle in the bible is when Joshua told his son to stand still and he obeyed him.*
 - 13. David was a Hebrew king who was skilled at playing the liar. He fought the Finkelsteins, a race of people who lived in biblical times.*
 - 14. Solomon, one of Davids sons, had 300 wives and 700 porcupines.*
 - 15. When Mary heard she was the mother of Jesus, she sang the Magna Carta.*
 - 16. When the three wise guys from the east side arrived, they found Jesus in the manager.*
 - 17. Jesus was born because Mary had an immaculate contraption.*
 - 18. St. John the blacksmith dumped water on his head.*
 - 19. Jesus enunciated the Golden Rule, which says to do unto others before they do one to you. He also explained, a man doth not live by sweat alone.*
 - 20. It was a miricle when Jesus rose from the dead and managed to get the tombston rance.*
 - 21. The people who followed the lord were called the 12 decibels.*
 - 22. The epistels were the wives of the apostals.*
 - 23. One of the oppossums was St. Matthew who was also a taximan.*
 - 24. St. Paul cavorted to Christianity, he preached holy acrimony, hich is another name for marraige.*
 - 25. Christians have only one spouse. This is called monotony.*
- From that cousin of mine Don Hevey**

Gartner warns "steer clear" of XP starter edition

Staff writers, ZDNet Australia August 16, 2004

Global research and analysis firm, Gartner, has warned the potential users of Microsoft's new Windows XP starter edition to "steer clear" of the product, claiming it's too restrictive and may promote piracy. Microsoft announced in the US last week that it would offer the low-cost edition of the operating system in Thailand, Malaysia and Indonesia in hopes of curbing software piracy in Asia.

However, Gartner claims the version may actually "encourage potential customers to buy the full version of Windows XP Home from a software pirate". "Microsoft could have made a big difference with this product, but is more likely to be seen as pushing the upgrade path and frustrating users rather than delivering the value that this product is capable of, due to unnecessary limitations," said Dion Wiggins, vice president and research director at Gartner.

Principal analyst at Gartner, Martin Gilliland, said Microsoft has taken the wrong focus with its product and should have catered for first time owners, not first time users, of technology. "Many citizens who do not own a PC are already familiar with basic PC use from cyber-cafes and schools," he said. "XPSE is likely to frustrate these users as it is not delivering the same quality experience due to the limitations imposed and the failure to allow the operating system to grow with users as they gain experience." "We believe this will result in increased piracy as Microsoft has no upgrade path unless users pay full retail price for the Windows XP Home edition." Microsoft has added a number of new features to the starter edition, Gartner said, including a new support centre, tutorials on how to use the mouse and beginner guides to Windows and common applications. Wiggins said that Microsoft should be "commended" for their efforts. However, he claims the product "fall [s] short on other areas". "The most significant is the deliberate crippling of the operating system to allow just three applications to run at any one time," he said. "Microsoft claims this provides a simpler end-user experience. But if a user were to run Yahoo! Instant Messenger, Microsoft Instant Messenger and an e-mail client they could not open a web browser or anything else for that matter." The starter edition also restricts use of certain hardware, according to Gartner, as it says "XPSE will not recognise more than 128MB of RAM or 40GB of HDD", adding that the operating system has a maximum video resolution of 800 x 600.

Wiggins adds that Microsoft has also failed to address security issues with product by failing to provide any education on "ongoing patch distribution on slow and expensive connections and anti-virus". "While Microsoft has made great improvements for the first-time user experience, it still fails to meet the most basic needs," said Gilliland. Wiggins adds "fortunately XPSE is still in beta so it is not too late to make changes before the October launch." Copyright © 2004 CNET Networks, Inc. All Rights Reserved.

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Handling Unwanted E-Mail (Spam)

If you send or receive e-mail, you probably get spam. Maybe a lot of spam. Ever wonder why you get so much junk e-mail? It's a lucrative business. It's cheap to send out millions, even billions, of e-mail messages. Go figure: if even a tiny percentage of a hundred million people buy something in response to an e-mail message, that's a lot!

So what can you do about spam? Quite a bit, as it turns out. Let's explore some of the ways you can stop the deluge.

Block junk e-mail before it reaches you Many e-mail programs have built-in filters that can help you separate spam from the e-mail you really want. For example, MSN Hotmail® can help you stop receiving junk e-mail or delete junk e-mail before it arrives. You may also be able to enlist the help of your Internet Service Provider (ISP). For example, MSN 8 uses tools from Brightmail and Microsoft-developed filters that help block spam before it reaches your inbox. Tip: You might be using MSN 8 with a different ISP. Contact your Internet Service Provider to find out what services are available.

Be careful about disclosing your e-mail address Some spammers get address lists from Web sites where you may have signed up for free offers, ordered something online, or entered a contest. They can also get your address from Internet white pages listings, newsgroups, resumé postings, and chat rooms.

Follow these tips whenever you can: Set up an e-mail address dedicated solely to Web transactions. Consider using a free mail service to set up an e-mail account for your online transactions. This will help you keep your real e-mail address private. Only share your primary e-mail address with people you know.

Avoid listing your e-mail address in large Internet directories. Don't even post it on your own Web site. Disguise (or "munge") your e-mail address. Use a munged address whenever you post it to a newsgroup, chat room, or bulletin board. For example, you could give your e-mail address as "s0me0ne@example.c0m" using "0" (zero) instead of "o." A person can interpret your address, but the automated programs that spammers use cannot.

Watch out for checked boxes. When you buy things online, companies sometimes add a checkbox (pre-checked!) to indicate that it's fine to sell or give your e-mail address to responsible parties. Click the check box to clear it. Tip: Adjust your Internet Explorer 6 security settings to help prevent unwanted intrusions when you go on the Web. See Working With Internet Explorer 6 Security Settings for detailed directions.

Review the privacy policies of Web sites When you sign up for Web-based services such as online banking, shopping, or newsletters, review the privacy policy closely before you reveal your e-mail address. The privacy policy will outline the terms and circumstances regarding if—or how—the site will share your information. (If you don't read a statement, you could potentially "agree" to share your personal information without knowing it.) Tip: If a Web site does not have a privacy statement posted, be cautious and consider contacting the site owners before sharing sensitive information. If the Web site doesn't explain how it will use your personal information, think twice about sharing it. Also be aware that many companies—even legitimate ones—may share your information in ways that you may not like. Help! I've got spam Even the most diligent person is likely to have some spam arrive in her mailbox from time to time. Don't fret—you can take action to minimize the impact of this unwanted e-mail. We'll discuss ways to address spam in Handling unwanted e-mail (spam)



Read The Bus

More Crabby Excel tips from a Crabby Office Lady

By The Crabby Office Lady

Let's take a peek into the organized mind of a Microsoft software tester and see if we can't glean a few good Excel tips from him.

When it comes to efficiency and creativity, this guy has it down. Maybe it's these hot days of summer that occur so infrequently here in the Pacific Northwest.

Maybe it's the sound of that tiny downy woodpecker frantically trying to poke a hole in my front door. Whatever (or whoever) it is, something about this season just screams, "More cool Excel tips!" Before I commence, I'd like to introduce you to the fine young fellow who came up with these tips for me: James Elder, my main man, my trusty team-mate, and the Microsoft Office software test lead who works down the hall from me.

Walk into James's office any day of the week (okay, maybe not Sunday — he has a wife and twin baby boys who like to see him once in a while), and you'll see him gleefully pounding away at several computers at one time. He uses Microsoft Excel a lot, and he knows what's what with regard to getting things done fast. James? Tips, please.

Leave no cell blank You know how it is: You want to move a cell (or even a whole row) of data to another spot on your worksheet. So you cut it, paste it, and then go back to where it used to be and clean up the big hole it left. Who needs all that housekeeping? There is an easier, more efficient way.

To move a cell and not leave a blank one Select the cell or row you want to move. If you are using Excel 2003 or Excel 2002: Rest the pointer over the cell until the white pointer with a four-headed arrow appears:

If you are using Excel 2000 or Excel 97: Rest the pointer over the cell until the white pointer, by itself, appears. Hold down the SHIFT key and drag the cell to where you want it. Let go of the SHIFT key. (Do I have to remind you of everything?) Jump up out of your chair, ecstatic and delighted.

Copy and paste has its place (but not here) If you have a bunch of cells that all need to have the same data in them, I'll bet you accomplish this task in one of two ways. You either: Type the content into one cell, and then copy and paste your way, cell-by-cell, to a repetitive stress injury. Type the content into one cell, copy it, select all the other cells where you want the content to be, and paste. Less possibility for injury, but still an ungraceful way to accomplish the task at hand. Shall we learn a better way? Oh, let's do. **To do a bulk enter and save your hands** Select the range of cells that you want to contain the same content. Start

typing. (Don't select any particular cell — just type what you want.) Press CTRL+ENTER. Jump up out of your chair, shocked and amazed. Equality is always best. Excel is smart — so smart, in fact, that it can be a regular know-it-all by trying to anticipate what you want. For example, if you type an equal sign (=) in a cell, Excel automatically assumes that you're about to enter a formula. This is a logical assumption, since that's how all formulas begin. And frankly, Excel has no real-life experience that would clue it in to the fact that some people in this world actually want to use an equal sign in their cell. And so, there is a miscommunication, and you end up screaming at an inanimate object on your desk (and everyone ends up feeling bad).

How about giving Excel a clue that tells it you're not about to create a formula? To use an equal (=) sign that isn't part of a formula: Before you type the equal sign, type an apostrophe: ' Then type your equal sign: = So right now, the content in your cell will look like this: '= Note If you want to add anything after your equal sign, you can do that too.) Press ENTER. (Note that the apostrophe disappears. Jump up out of your chair, entranced and energized.

Drop-down boxes: Salvation for long lists and tired fingers Let's say you're creating a dinner party journal, a worksheet that will note the dietary restrictions/preferences/annoyances of each of your guests. In column A, you have your long and illustrious list of guests (those who have had the good sense to R.S.V.P., a dying rule of etiquette). In column B, you have the list of the various dietary restrictions that apply to one or more of your guests. If you have a long guest list, imagine how tedious it becomes to type each one's preferences, cell by cell. All you need to do is type the guest list in column A, and, in column B, type, just once, the various dietary restrictions that apply to the first few guests. Now, instead of having to type one (or more) of the many dietary restriction types next to the remaining guests' names, you can follow James's handy little tip: To show a drop-down list of content previously typed in a column: Select the cell. Press ALT+DOWN ARROW. A list of all previously typed entries appears. Release ALT, and use the UP ARROW or DOWN ARROW key to select the entry you want to apply to that cell. Press ENTER. Jump up out of your chair, celebratory and satiated. Now that we have that straight, let's all meet at a restaurant....

