



The Newsletter for Sonoma County's Mac and Windows Users April 2004 Vol.1 No 4

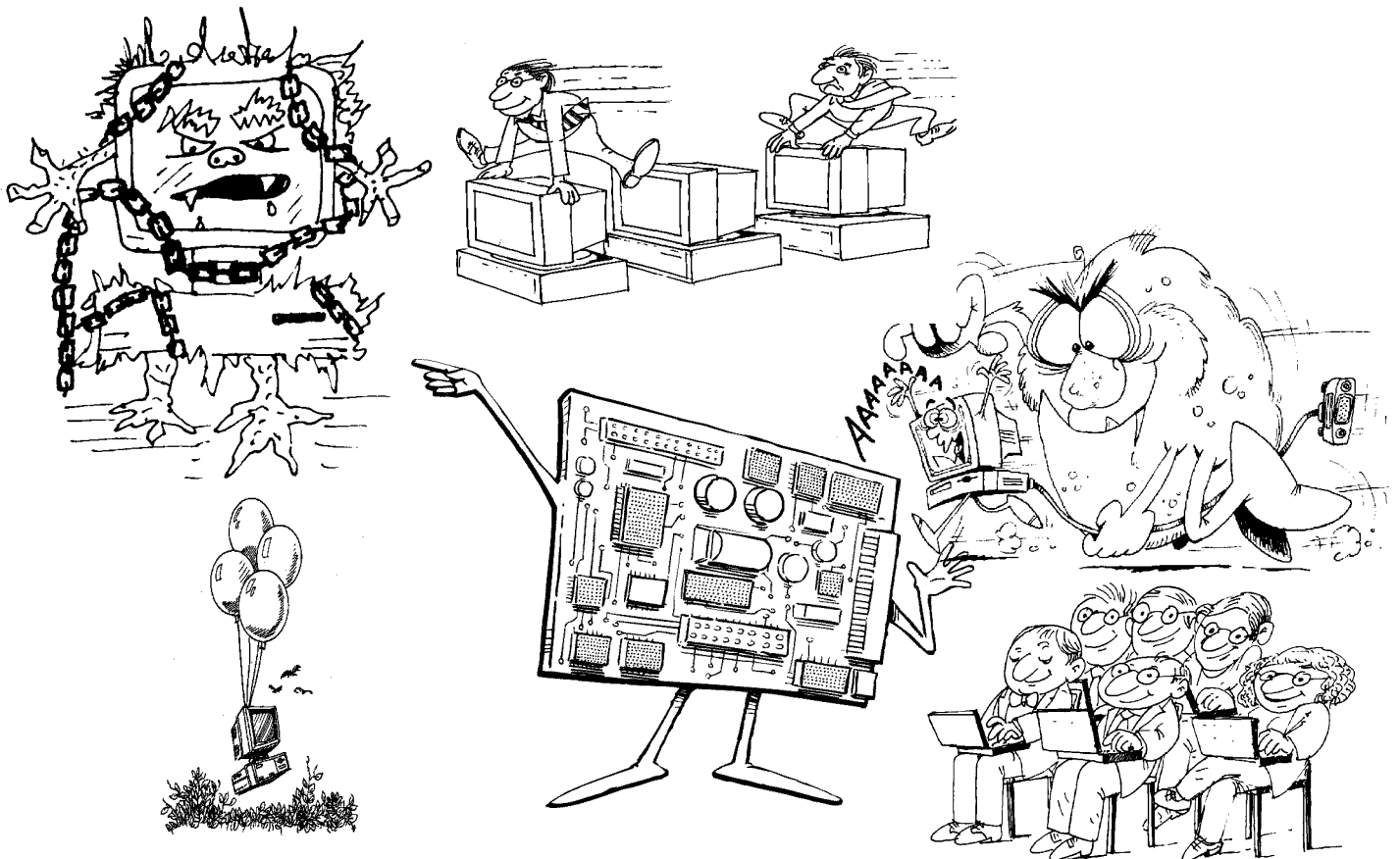


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Apple and Windows Users Group



Sonoma Valley Computer Group

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BOARD MEETINGS

Usually following General Meeting. Open to all members. Call 935-6690 for further information.

MEMBERSHIPS

S.V.C.G. Annual Membership: \$20.
S.V.C.G. Family/Couple membership: \$30 (residing at same address). Membership renewals are due and payable at the beginning of each year.

GENERAL MEETINGS

S.V.C.G. meets second Saturday of each month at Sonoma Public Library, 755 West Napa Street; hours: 9:30AM to 11AM unless otherwise notified. Meetings free; guests welcome.

ABOUT THIS PUBLICATION

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SVCG UG Benefits

Benefits to being a member of the Sonoma Valley Computer Group are O'Reilly Press, PeachPit Press, and NewRiders Press giving you a 20% or more discount on all their books and software! For more information, please contact Kathy Aanestad at 935-6690 or email at 'aanestad@vom.com'.

Additionally, SVCG belongs to the Apple User Group program whereby members can purchase Apple products at a savings. Contact Kathy Aanestad for user ID and password in order to access their online site. We need members help with finding contacts for PC user group offers so that they can be included in the newsletter postings.

b

EMAIL SPAM: WHAT YOU CAN DO

8 WAYS TO BLOCK SPAM

- Don't buy anything promoted in a spam. Even if the offer isn't a scam, you are helping to finance spam.
- If your e-mail program has a "preview pane," disable it to prevent the spam from reporting to its sender that you've received it.
- Use one e-mail address for family and friends, another for everyone else. Or pick up a free one from Hotmail, Yahoo!, or a disposable forwarding-address service like www.SpamMotel.com. When an address attracts too much spam, abandon it for a new one.
- Use a provider that filters e-mail, such as AOL, Earthlink, or MSN. If you get lots of spam, your ISP may not be filtering effectively. Find out its filtering features and compare them with competitors'.
- Report spam to your ISP. To help the

FTC control spam, forward it to uce@ftc.gov. ("uce" stands for unsolicited commercial e-mail).

- If you receive a spam that promotes a brand, complain to the company behind the brand by postal mail, which makes more of a statement than e-mail.
- If your e-mail program offers "rules" or "filters," use one to spot messages whose header contains one or more of these terms: html, text/html, multipart/alternative, or multipart/mixed. This can catch most spams, but may also catch most of the legitimate e-mails that are formatted to look like a Web page.
- Install a firewall if you have broadband so a spammer can't plant software on your computer to turn it into a spamming machine. An unsecured computer can be especially attractive to spammers.

6 MISTAKES TO AVOID

- Posting your e-mail address on a public Web page, such as eBay. If you must post it, you can thwart spammers' harvesting software by using "janedoe at isp.com," not "janedoe@isp.com." Or display your address as a graphic image, not text.
- Using your regular e-mail address in a chat room. Instead, use a different screen name. If it attracts too much spam, discard it.
- Using an easy-to-guess e-mail address like "JimSmith@isp.com." Instead, choose a harder-to-guess one with embedded digits, such as "Jim8smith2@isp.com."
- Clicking on an e-mail's "unsubscribe" link. That informs the sender you're there. Don't do it unless you trust the sender.
- Disclosing your address to a site without checking its privacy policy. And don't forget to uncheck "check boxes" that grant the site or its partners permission to send you anything nonessential.
- Forwarding chain letters, petitions, or virus warnings. All could be a spammer's ploy to collect addresses.



WHAT'S NEWS

CNET, 25 March 2004
http://news.com.com/2100-7337_3-5179422.html

—from Edupage

NEW SECURITY INITIATIVES AT MICROSOFT

Speaking at a computer-security conference this week, Microsoft Chairman Bill Gates revealed some of the company's latest initiatives to improve computer security and fight the growing problem of spam. Gates said Microsoft must bear more responsibility for educating users about the need to keep systems current with up-to-date patches. A forthcoming update to Windows XP enables the application's firewall by default, features a "Security Center" to help users evaluate their systems' security, and includes a pop-up blocker, according to Gates. Gates also said that spam constitutes a security threat because many viruses are spread by unsolicited e-mail. He said Microsoft is working on technology to act as a "caller ID for e-mail," which would prevent e-mail with spoofed return addresses from reaching recipients.

San Jose Mercury News, 25 February 2004

<http://www.siliconvalley.com/mld/siliconvalley/8036835.htm>

DOCTORS WARNED NOT TO DIAGNOSE USING PICTURE PHONES

In Britain, the Medical Defence Union (MDU) has issued a warning to that country's physicians concerning the use of photo-capable cell phones in diagnosing patients. Some physicians have begun using such technology to transmit images of patients or X-rays to specialists elsewhere, citing such benefits as producing quicker diagnoses and, in some cases, eliminating the need for some patients to visit the specialist in person. The warning from the MDU, however, pointed to a number of legal and ethical considerations associated with such practices and said using digital cameras and picture phones "exposes users and patients to unknown and therefore unacceptable risks." According to the MDU, any picture taken for diagnostic purposes must be considered part of the patient's medical record and is therefore subject to all applicable requirements for privacy. In addition, picture phones open the door to accidentally sending a confidential photo to the wrong person. BBC, 24 February 2004

<http://news.bbc.co.uk/2/hi/health/3517039.stm>

USING NANOSCALE STORMS TO COOL COMPUTER CHIPS

Faced with the growing problem of adequately dissipating heat generated by computer chips, researchers at Purdue University have developed technology that theoretically could create lightning storms and wind on a microscopic level. Such "storms" could be used in future computer processors to fan away the heat they generate. The Purdue technology, for which its creators have applied for patents, would place nanotubes near computer chips and apply a negative charge to some of the tubes. The resulting emission of electrons interacts with surrounding air, causing lightning and a microscopic breeze that would cool the chip. Because computer chips can be damaged by static electricity, however, researchers must resolve the problem of how to create tiny electrical storms without damaging the chips they are meant to cool.

PHOTOSHOP ELEMENTS 2.0 TIPS

by Kathy Aanestad

Photoshop Elements 2.0 is a bi-platform for Mac and Windows users and very affordable. You can pick up a copy at Costco for around \$80, which should include a \$30 main-in rebate that brings your cost down to \$50! Not bad.

1) How can I tell how big my image was scanned at?

—Go to IMAGE>Resize>Image Size.

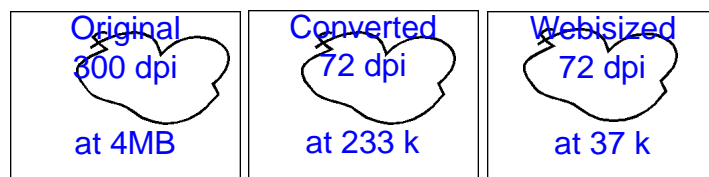
This window shows you the image dimensions in pixels or percent and in inches, cm, points, picas, etc.; the width and the height, resolution and file size.

2) How do I save my image for the web?

Again, go to IMAGE>Resize>Image Size

For example, you have an image which is 8x10 at 300 dpi and you want to send a 'webasized' version to your friend. Here's one way:

- Change height (or width depending upon if image is landscape or portrait view) to 4 inches
- Change DPI to 72
- Click on OK



- Compare the Original image at 300 dpi to the 72 dpi image.
- Looks the same on screen. That's the key — on screen. (For a print image, you want it to have greater dpi, 300 or so.)
- Different file sizes — 4MB vs. 234k! The image is the same dimension, but different dpi.

• OK, now go to FILE>SAVE FOR WEB

Options:

- Saving as GIF or JPG.
 - JPG usually used for photos; different compression = smaller file size.
- Make your selection, click on OK.

Your file has been further reduced. Original file was 300 dpi at 4MB, converted to 233k at 72 dpi, and webisized to 37k at 72 dpi! How cool is that.

Now go out and try it yourself.

MOVING TO A NEW COMPUTER

When you buy a new computer, you're likely to spend considerable time transferring the data and software from your old computer. Before making the move, it pays to consider whether you really need a new machine. Maybe all you need is to upgrade your existing computer. Below, you'll find help making that decision, plus a step-by-step guide on how to move to a new computer and what to do after you've completed the move.

- Do you really need a new computer?
- Making the move
- After the move
- What to do with your old computer

DO YOU REALLY NEED A NEW COMPUTER?

If all you need is more hard drive space, here are several ways to do so without having to spring for an entirely new system:

A. Remove unneeded programs. Look at your program list.

1. Open Start, Settings (in Windows 98), Control Panel, Add or Remove Programs or the Macintosh HD, Applications folder in Mac OS.
2. Uninstall programs you've forgotten about or don't need anymore. If you upgraded from a prior Windows version, you can remove the "Uninstallation Files," assuming Windows is now working properly.
3. While you're there in Add or Remove, click the Windows Components icon as well, and if there are parts of Windows--like MovieMaker or Windows Messenger--that are useless to you, unselect them as well. You may need to click the Details button to see all the components.
4. Mac users can usually just drag a program's folder to the Trash icon, but first check to see whether an Uninstall icon is in the folder.

B. Use Windows 98/XP's Disk Cleanup. This useful utility is on the Programs menu under Accessories, System Tools. It lets you remove files that Windows has accumulated over time. You can also schedule Disk Cleanup to run periodically.

1. If you have Windows XP, check the file system type by right-clicking the drive's icon and selecting Properties. Make sure your hard drive uses the "NTFS" file system. You can set chosen folders to automatically keep files in a compressed form that uses less space.
2. In Windows Explorer, right-click the folder you want to compress.

3. Click Properties, and the Advanced button.

4. Check the Compress contents to save disk space box. Files Windows compresses can be accessed without your uncompressing them, but they may take a bit longer to load.

C. Find and delete forgotten files. You may have folders full of files you used once and forgot about. To tally the size of all the files in a folder using Windows Explorer, right-click the folder and select Properties. Don't delete files or folders you don't recognize or files in the Windows (or Mac OS System) folders. Files associated with a program should be removed by uninstalling the respective program as previously described. After the program is uninstalled, it's safe to delete its folder.

For Windows users, the most convenient way to see which folders are taking up the most space is via a Windows utility, DiskMapper (\$50 with a 60-day return policy, www.miclog.com). The program shows you a graphical floor plan of your hard drive, with each folder sized in proportion to how many bytes it holds. You can drill down into a folder's contents using your mouse, and delete unwanted material right there.

D. Add a second hard drive. You've freed up as much hard drive space as you can, but you need more room for large applications (100 to 200 MB), a multi-CD game (1 to 2 GB), a collection of MP3 music (500 MB up), or a couple hours of digital video (20 to 40 GB). Chances are your PC--as nearly all desktops we test--has a space called a drive bay inside reserved for a second hard drive, complete with the necessary power and data connectors. Hard drives are a commodity. A 40- to 300-GB drive runs about \$1/GB.

Installing a second hard drive on a fairly recent PC--one that came with Windows 98, Mac OS 9, or later--isn't difficult. Fasten it in place with four supplied screws, plug in two cables the only way they fit, switch on the PC, and perform a simple configuration procedure. Usually instructions come with the new hard drive. The best step-by-step explanation we've found online is from a May 2003 article on TechTV's website: <http://www.techtv.com/call-forhelp/howto/story/0,24330,3322450,00.html>.

A caveat: When you get to page 5, Create a Partition, the simple Windows XP procedure is described at the bottom of the page after the more complex Windows 98 procedure.

If your PC is more than three years old, ask the manufacturer how large a hard drive it can accommodate. Older PCs that weren't designed for drives larger than 32 GB will only be able to see that much of any larger drive. New drives often come with driver software that can work around this limitation. If you need to install such software, be prepared to follow directions carefully. If that's not for you, let a technician do it. Once a second drive is installed and running, note the drive letter that Windows has assigned it. Install newly obtained software on the new drive from then on. If the original drive has less than 500 MB free, consider uninstalling

some of the software from it and re-installing that on the new drive.

E. No room for a second hard drive? Or, your PC is a laptop? Consider an external hard drive. They cost about \$50 more than an internal drive. They use a data cable to connect to the PC, through a USB or FireWire port, or a laptop PC-card slot. A USB-1 connection, found on most PCs from 2002 or earlier, is generally too slow for a hard drive, except one used for backups. You can add a plug-in PCI card (about \$30) with USB-2 or FireWire ports to a desktop computer running Windows 98 or later.

F. Not for the timid: Changing hard drives. If you have no way to add a second hard drive, or your hard drive is becoming unreliable, consider moving everything to a new drive. How difficult this is to do depends on the type of computer and version of you're running. Windows XP's security and user-authentication schemes make it more difficult than with prior Windows versions to flawlessly copy an entire system drive's contents to a new drive.

Essentially, Windows XP bonds itself to your hard drive and motherboard when it's installed. Moving an installation to another drive requires software that takes these bonds into account.

Given the variety of configurations, the complexity of the task, and the potential for getting into trouble, we recommend against such hard-drive swapping. If you must do it, leave it to someone with experience and the knowledge of how to handle unanticipated problems.

If you still want to tackle it, perform a careful backup of all your documents, media files, and downloaded programs first, as a safeguard. Then, use the latest version of Norton Ghost or PowerQuest Drive Image. Both can move an entire drive's contents to a new one. If you can't install the new drive as a second drive in the same PC, you'll need to burn some CD-Rs to hold the contents of the old drive, or connect via a network to a drive on another PC with enough free space to hold the old drive's contents.

MAKING THE MOVE

Your new PC has an operating system and other software installed that incorporates many items unique to your computer. Examples are special "driver" programs installed by the PC manufacturer for each of your specific hardware components, help files and documentation for your PC's hardware and software, utilities that are set up to access the manufacturer's online resources, and applications that have been pre-installed, but without supplied re-installation disks, system and application restore files on a separate hard-drive partition.

For your new PC to operate properly, you must leave such items intact on the hard drive. You can't just clone old drive to new. To prevent overwriting critical operating-system files and the other components, you must transfer data or programs from your old PC both carefully and methodically.

A. Getting connected. A high-speed, wired connection is the best way to move large amounts of data files from one operating PC to another. The best compromise among cost, speed, reliability, and complexity is an Ethernet network. For this, both computers need an inEthernet card (also known as an Ethernet port, "10/100-base-T" port, or simply a LAN (Local Area Networking) port. Both PCs' ports need to be connected with an Ethernet cable (also known as Cat-5) either to an existing network hub or router, or directly to each other using a special crossover cable.

Another way to connect two PCs that have USB ports is via a USB network cable, such as the Belkin USB Direct Connect F5U104 (\$50), or the Micro Innovations USB600A (\$18). Make sure it comes with "NDIS" software drivers that make the link appear to the PCs as a normal TCP/IP network connection.

Once they are physically connected, the PCs need to be set up so the new one can access the old one's hard drive across the network. Chances are that the newer of your PCs has Windows XP, which has a utility called "Network Setup Wizard" (Start, All Programs, Accessories, Communications). This asks a few simple questions, to which you take the default answers. At the end, you're prompted to create a diskette to run on the older PC, which sets it to be able to talk to the new one.

B. The sneakernet alternative. If you can't get wired, you can still transfer your files by writing them to disks on the old PC and reading them into the new one. If the old PC has a CD burner, you can do this with far fewer disks than if you use a diskette drive.

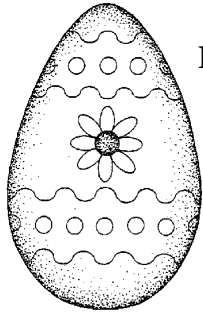
C. Backing up is critical. It's good practice to keep a fresh backup copy of any personal documents, worksheets, databases, and downloaded files. Back up anything you wouldn't want to lose. That's unlikely to happen from day to day, but it's but more likely when you--or anyone else--performs major "surgery" on your PC, including moving large groups of files to another hard drive or system. You're responsible for your own data; don't entrust the backup to others.

1. First, make a list of the folders containing the files and subfolders you want to back up. This list should include standard locations like Windows' My Documents and any documents you've placed on the Desktop. If you have more than one user with their own logon to your PC, include everyone's document folders, even though they may only be accessible when they log on.
2. Don't back up program files for installed programs. They will have to be re-installed from scratch or moved with savvy program-moving software (see below). Be sure to locate the documents or multimedia files (pictures, videos, music) you've created with various applications. They don't always end up in My Documents. Also include your Favorites folder, e-mail

NEW continued on Pg. 10

COMPUTER HYGIENE 101

Regular backups of important data, plus use of antivirus software and a firewall, are the most important ways to protect your computer's contents. You can also make yourself less of a target by using applications that aren't as widely adopted as Microsoft products—Eudora e-mail, say, or WordPerfect word processing. The following measures also help ensure that important information or programs on your computer won't easily be damaged or stolen.



ESSENTIAL STEPS

Regularly update your operating system, web browser, and other key software, using the manufacturers' update features or web downloads. For Windows, run Windows Update from the Start menu. For Macintosh, go to the Software Update Control Panel.

With a DSL or cable connection, staying online increases exposure. When you aren't using the computer, shut it off or unplug the cable or phone line.

Don't open an e-mail attachment, even from someone you know well, unless you know what it contains.

To foil password-cracking software, make sure your passwords are at least eight characters long and include at least one numeral and a symbol, such as "#." Avoid common words, and never disclose a password to anyone online. Avoid using the same password for, say, an online discussion group and a critical task, like online banking.

Don't forward any e-mail warning about a new virus. As many of our survey respondents learned, it may be a hoax or outdated. Check for hoaxes at www.vmyths.com. The four companies whose antivirus software we rated offer an e-mail virus-alert service.

IF YOU'VE BEEN ATTACKED BY A VIRUS

What to do first.

Unplug the phone or cable jack from the computer. Before anything else, scan your whole computer using fully updated antivirus software. If you don't have it, buy it and install it to try to eliminate the virus before you do anything else with your computer. On the other hand, if you choose to stay online, do a free scan via the web at <http://security.norton.com>.

You can also download a free trial version of antivirus software at www.mcafee.com/eval.

What NOT to do.

Don't delete files, even infected ones. Viruses can infect files your computer needs, which can often be disinfected by antivirus software. Don't reformat your hard drive or run your e-mail program

until you have run an antivirus scan. If antivirus software doesn't fix the problem, contact the antivirus manufacturer.

IF YOU'VE BEEN HACKED

What to do.

Immediately disconnect the phone or cable jack from the computer. Run a complete virus scan on your computer to remove software such as a Trojan Horse, which hackers may have planted. A free trial version of a Trojan-cleaning utility is at www.moosoft.com. If you don't already have a firewall, install one. Before reconnecting to the Internet, try to find out why your computer was vulnerable.

WHOM TO CALL FOR HELP

The intruder's Internet provider.

If your firewall provides the intruder's numeric Internet (IP) address, look up his Internet provider (via Network Lookup at www.network-tools.com and e-mail documentation of the incident—copied from your firewall's "log file" to the provider's "abuse" mailbox, for example abuse@rr.com).

The authorities. Except in large cities, the chances are your local police won't be able to help. A number of state police departments or attorneys general have a computer crime unit. You can also report serious incidents to the FBI (www1.ifccfbi.gov) or the Internet's emergency response team, CERT (e-mail: cert@cert.org), but don't expect much help.

What NOT to do. Don't try to track down hackers or get even with them. You'll merely disclose your presence and Internet address, inviting further intrusions.

FOR USERS OF CERTAIN SOFTWARE

Windows 98, Me, and XP. Disable file and printer sharing (for your Internet connection), enable hidden file extensions, and remove Windows Scripting Host. To do that, you should be familiar with Windows settings. Otherwise, have a computer-savvy friend do it. If your computer uses the newest version of Windows, XP, you can easily run a thorough security check by going to www.microsoft.com/technet/security/tools/tools/mbsa-home.asp.

Outlook Express. Check the Tools Menu, then Options, then Security, for options that tame viruses and worms. One warns you when "other applications try to send mail as me" and another can block attachments that could be a virus. If you don't have the options, you need to update to the latest version of Outlook Express. To get the latest security updates for all Microsoft browsers and e-mail programs, go to <http://windowsupdate.microsoft.com>.

Microsoft Word. If you never use macros—self-contained programs residing within Word documents—disable the feature. In Word 2000 or later, check the Tools menu, then Macro, Security, to make sure macro security is set to High.

Instant messaging. Run programs like America Online's Instant

Messenger only when needed. Don't start them automatically when the computer boots. Be very careful with the file-transfer feature: A firewall won't block files sent to you this way because they piggyback on the file-transfer application itself, so you're creating an entrée for a virus. Windows Messenger's remote-assistance feature, which lets another user control your computer for technical support or troubleshooting, can also be used to hack into your machine.

File-sharing, peer-to-peer(P2P). Run music-swapping programs like Kazaa only when needed and carefully configure them not to share more folders and files than you intend.
—from Consumers Report.org

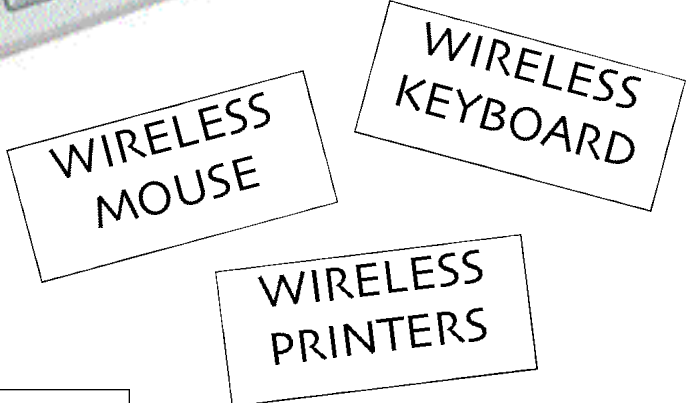
tactilepro[™] keyboard

<http://halfkeyboard.com/order/index.php#tactilepro>

Left-handed keyboard, \$99.95 plus \$5 shipping.

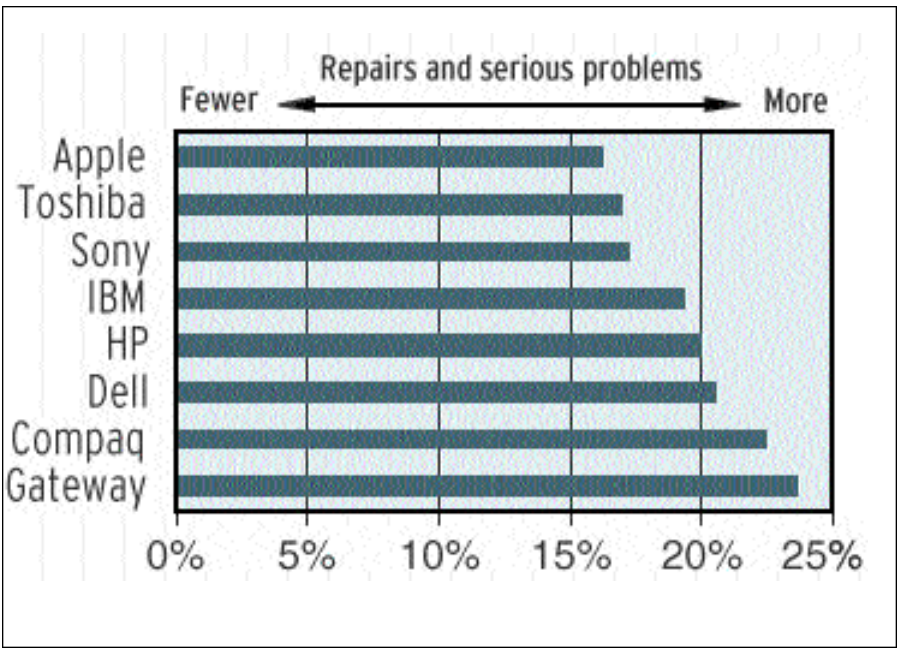


INNOVATIONS IN TECHNOLOGY



LAPTOP REPAIRS CHART

An interesting chart from Consumers Report.org on repairs and serious problems for laptops.



Innovations in technology are changing at a faster and faster rate nowadays and end users are finding it more difficult to keep up with the times. This is why user groups are so important. Members helping members, sharing with others their experiences with software and hardware.

If you have a story to share with the group, please do at the April meeting on Saturday April 10th... like a show-and-tell. Bring in your camera or whatever. Members appreciate hands-on demos. Or if you have a problem you need help working out, bring it up and let the members have at it!

DO YOU WANT TO PRINT COLOR PHOTOS OR FAST, CHEAP TEXT?

INKJET PRINTERS



Pros Versatility. The best offer excellent print quality for color photos and text. Most cost less than lasers and accept a variety of paper types, including glossy photo paper.

Cons Supply costs. Ink cartridges and glossy photo paper can run into big bucks if you print a lot. Text quality

may not equal a laser's, and some models are slow.

Price range \$50 and up; multifunction models that also copy and scan start at \$100; a fax modem adds to the price.

The bottom line The only real choice if you want to print photos, and a reasonable choice for text if you don't print too many pages.

LASER PRINTERS

Pros Excellent text quality with fastest speed and lowest cost per page. Often quieter than inkjets.

Cons All but very expensive lasers print only in black. Limited mostly to bond paper; won't accept glossy photo stock or other specialty papers. Tend to cost more than inkjets.



Price range \$200 and up; multifunction models start at \$250, color at about \$750.

The bottom line The best choice for fast, cheap, top-quality text, but the lack of color means you'll need an inkjet for photos.

WHAT TO DO WITH YOUR OLD COMPUTER

Once you've made absolutely sure that nothing has been missed in the move, consider what to do with the old system, keeping in mind that the old drive has personal files and information on it. Here are a few possibilities:

A. Use the old system yourself. If a trusted family member can use the old PC, you needn't worry about personal files. Uninstall applications you don't need in the new location or whose Software End-User License Agreement (EULA) permits you to use only a single copy.

B. Keep the old drive for backup. If the old system isn't useful, but its hard drive has significant capacity (say, 4 GB or more), and your new PC has an empty bay inside for a second hard drive, move the old hard drive over to act as a backup device. Follow the instructions given previously for adding a second hard drive.

C. Clean up the drive. If you won't be keeping the old PC, we strongly recommend that you rid it of all traces of personally identifiable information that could be used for identity theft. Windows and Mac OS don't completely remove files you delete. Recovering erased files deleted by the operating system is a simple operation.

1. Third-party software can securely expunge files from a hard drive. One good, free one is Eraser (<http://www.heidi.ie/eraser>). Drag the files you want to wipe into its window, hit the "X," and they're gone for good. There's a similar capability built into the popular Norton SystemWorks. However, you may not know about every file containing personal data. Windows also keeps lists of recently used filenames and other program data--potentially personal--in a large file called the Registry, which can't be deleted if you want keep using Windows. Searching for and removing every piece of potentially revealing information from a drive is a daunting task.

2. Alternatively, you can take many PCs back to their factory-fresh condition--expunging all the files you created--by using the Restore CD the computer manufacturer may supply. Usually this involves booting the PC from the Restore CD and following a few on-screen prompts. If you're offered restore options, choose the one that is more thorough, usually called "full restore" or "restore with formatting." (This process is irreversible. Make sure you don't need anything that didn't originally come on the PC's hard drive.) You may have to continue restoring additional CDs, or re-install applications separately.

3. Without a Restore CD, the most thorough way to erase data is to re-format the hard drive, after which you re-install the operating system from the original CD. To do this in Windows:

a. Restart the PC from an "emergency boot" diskette, which you

can create following instructions in Windows Help.

- b. Once you've rebooted to the diskette, type "format c: /s"--which will reinitialize the hard drive and make it bootable.
- c. Reboot to the diskette again, selecting the option "with CD support."
- d. Run the "setup" program on the Windows CD.

With a Mac:

- a. Set the Startup Drive to be the CD drive.
- b. Boot to the Mac OS CD.
- c. Open the Utilities folder and run Drive Setup.
- d. Select the hard drive and click "Initialize."

D. Sell, give away, or donate the old system. If the system isn't too old, another user might buy it through an ad in your local paper or an online auction site like eBay. Even a relatively old PC can usually be set up to access the Internet. Many local, regional, and national organizations take usable PCs for groups or individuals who can't buy new PCs. One such national group is the Cristina Foundation (www.cristina.org/dsf).

E. Recycle everything. If nobody can use the old PC, or it's just too old (that is, it can't run at least Windows 95 or Mac OS 7.5), it may be destined for the scrap heap. Consider keeping the CRT monitor as a spare or giving it away, since it's the most environmentally hazardous component, with pounds of lead-filled glass and other toxics. Some states--Massachusetts was the first--have banned them in landfills.

To find a recycler, check the National Recycling Coalition's Electronics Recycling Initiative (<http://www.nrc-recycle.org/resources/electronics>). It has state-by-state lists of regulations and recycling programs, and a database to find recyclers in your area. See if your community has a computer-recycling program. If you're planning to buy a new PC, Gateway has a trade-up program that provides a financial incentive for proper disposal. Other manufacturers, like Apple, Dell, and IBM, offer a fee-based program to dispose of PCs and peripherals in an environmentally responsible manner.

—from Consumers Report.org



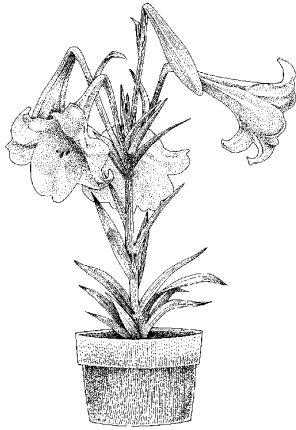
TOPICS FOR APRIL DISCUSSION GROUPS

- What Programs Do I Need For Common Computing Tasks?
- AppleWorks or MS Word Tips and Tricks, Using Assistants and Templates
- AppleWorks or MS Word, the Word Processing Module
- Utility Programs
- E-mail
- Internet Browsers
- Digital Cameras



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 Plugged into Technology 



from your e-mail program, and address book or scheduler data from any personal information manager you use. Most e-mail and organizer programs, such as Outlook, Netscape mail, and Eudora, have an export or backup feature to save this information to files.

3. Online services like AOL and MSN that use a web-based or proprietary interface may keep your mail and addresses on their servers. You need not move

them. After you get online with the new PC, be sure you have everything you want. If not, move it over at that time.

4. Decide where you want to copy the backup files.

- a. If your old PC has a CD burner, use it.
- b. If not, but the old PC is networked to another PC with enough space on a shared hard drive to hold the backup files, that's the next best choice.
- c. If neither of those apply, you may need to use diskettes. If you have a lot of files, or many large ones, such as music files or downloaded programs, estimate whether they will need more than one CD, or how many diskettes you will need. To do this, select a group of files or one or more folders, and check Size on disk in its property sheet (right-click and select Properties). A CD will hold about 600 MB, a diskette about 1.4 MB.

Be sure to copy, not move the files, so your originals remain intact. You should be able to drag-and-drop files and folders to the backup drive.

D. Transferring to the new PC. Next, decide on how automated you want the process of setting up the new PC to be.

- 1. The first alternative--easiest if only a few removable disks' worth of your old files are needed--is to manually copy your documents and personal files to the corresponding locations on the new PC, creating folders for them if needed. If you've configured the desktop settings to your liking on the old PC, redo those settings. That may not matter if you're also stepping up to a newer version of Windows or Mac OS that doesn't resemble the old one.
- 2. Next, in order of complexity, use the Windows XPFiles

and Settings Transfer Wizard. That can step you through the process of copying personal files, Windows profile and desktop settings, e-mail and contacts from Microsoft Outlook Express, Favorites, and program settings for many common programs. This wizard creates a diskette you run on the old PC that sets it up to automatically copy all these items to the new PC. You can also set up the Transfer Wizard on the old PC directly from a Windows XP installation CD.

The transfer can be over a network, a serial cable, or to a set of transfer diskettes. It can't transfer via a CD burner directly, unless the CD-R drive in the old PC has direct-writing software, which uses specially formatted CD-R disks that allow the drive to be treated as a large diskette drive. (Some names for this kind of software are DirectCD, InCD, and DLA.)

One quirk of the Transfer Wizard is that it assumes you will re-install all your applications on the new PC, so it transfers the program-launch items on your Start, Programs menu plus shortcuts from the Windows desktop. If you choose not to re-install some applications, manually delete their launch icons from the new PC.

If your new PC has any of the same applications pre-installed, their transferred launch icons or shortcuts may not work and may have to be deleted, but the pre-installed ones should work. There have been reports of the Transfer Wizard missing some files during a transfer; check each application after you've re-installed. Make sure it can find all documents or files you expected to transfer. Non-Microsoft applications may require custom settings, such as the default document location, to be corrected after re-installation.

E. Moving programs. Moving application programs to a new computer is more complex than re-installing them. Parts of a Windows application reside in folders other than the program's own folder; configuration data is deeply embedded in a large database called the Registry, that Windows uses to manage the whole PC.

One commercial application, described below, attempts a "one-step," files, settings, and programs transfer. It is reported to work in most cases, but be aware that the underlying technology is so complex and prone to unanticipated problems that the process will probably not go perfectly.

Alohobob PC Relocator
(<http://www.alohabob.com/ProductsHome.asp> ; \$30 standard, \$70 Ultra Control) can transfer recent versions of popular application software over a USB cable (included with the Ultra version), a parallel cable (included with the standard version), a network connection (Ultra version only), or via removable disks. The standard version can't use the network method and doesn't let you select which applications you want to transfer. Alohobob provides extensive technical support. The fee-based premium support is reasonably priced.

AFTER THE MOVE

There are several tasks remaining after you've moved everything to the new PC.

A. Get everything working again.

1. Try out all your programs, both pre-installed and re-installed. Make them operate as expected.
2. Be sure the programs with which you have created documents or media files can locate and open those you moved.
3. Check your e-mail and PIM (Personal Information Manager) programs to be sure you can see your existing personal information.
4. Be sure you can connect to and browse the Internet and send and receive e-mail (you may have to re-enter your account and login information). Make sure your browser shortcuts are available.

B. Protect yourself.

1. Be sure your anti-virus program is functioning, and that the automatic update feature is enabled.
2. Update your virus definitions and perform a full system scan.
3. Especially if you have a broadband connection, check

that an Internet firewall program is functioning, or at least enable the Windows firewall.

- a. Click Start, Control Panel, Network Connections.
- b. Open your Internet connection's Properties sheet.
- c. Click the Advanced tab.
- d. Enable the Internet Connection Firewall.

C. Update. On a new PC, Windows will prompt you to enable automatic Critical Updates, which we recommend.

1. Perform a Windows Update (Click Start, All Programs, Windows Update), or a Mac OS update (Click Apple Menu, System Preferences, Software Update) as soon as possible, to get the latest security and driver updates.
2. Examine the optional updates to see which ones appear to apply to the activities you anticipate.
3. Some of your applications may also have updates available. Look for a "Check for Updates" choice, often on the program's Help menu. Or check the software manufacturer's Web site to see if there's a downloadable update that pertains to you. Some PC manufacturers have their own connection software to update drivers or system utilities they've provided.

NEW continued on Pg. 8

Sonoma Valley Computer Group Membership Application/Renewal Form

New Applicant

Use information below

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

E-mail Address: _____

Send \$20 (individual) \$30 (family) check to:
Sonoma Valley Computer Group
POB 649
El Verano, CA95433

I give permission to use this info in the club roster which is for members only

Renewal (expiration date on label)

Use the name and address label

Platform: Mac PC WinNT
Operating System: OS 8x Win3 Unix
 OS 9x Win95 Linux
 OS X Win98 WinME

Computer Make/Model: _____

How did you hear about SVCG?

class club member newspaper newsletter

User Level: Novice Intermediate
 Advanced Expert

Take newsletter online vs. by mail? YES ___ NO ___



Sonoma Valley Computer Group
POB 649
El Verano, CA 95433

Postage

Topics:

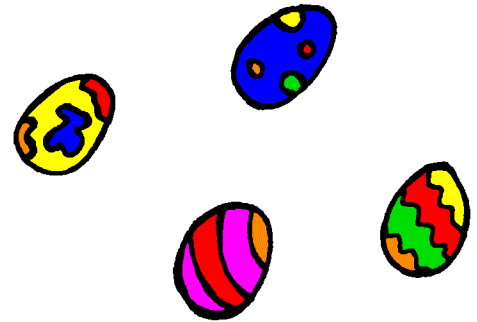
- See Pg. 9 for details
- Q&A

Date: Saturday, April 10, 2004

Place: Sonoma Public Library
755 West Napa Street

Time: 9:30am to 11:30am

Place Label
Here



SONOMA VALLEY COMPUTER GROUP NEWSLETTER



Apple User Group

for Mac and Windows Users

