

Monitor

<http://www.cpcug.org/>
<http://www.cpcug.net/>

December 2003

Volume 21

Number 5

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The magazine of the **Capital PC User Group, Inc.**, a nonprofit organization of “Users Helping Users”

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Buy One Class at the CPCUG
Annandale Training Location,
Get One Free!

Project Reboot

If you stop by CPCUG's Project Reboot facility at 101 Fleet Street in Rockville, MD, you'll find volunteers hard at work refurbishing computers and printers to donate to groups and individuals who cannot afford to buy new equipment.

Project Reboot, a community service of the Capital PC User Group, Inc., got its start six years ago when the volunteer who ran the “Computers for Teachers” program moved out of the area and left 20 to 30 computers at the Lone Oak Center where CPCUG had the use of training and storage space.

CPCUG member Gerry Rosenkrantz had been working out of his home for a year refurbishing computers for the Jewish Day School and the Legal Aid Bureau in Prince George's County and agreed to take over the CPCUG program (partly to get all those computers and parts out of his house). An article about the program, now renamed Project Reboot, appeared in the Washington Post, and started generating donations. Gerry says, “I cleaned out two floors of the Air Rights Building in Bethesda and got 75-80 computers, enough to fill a conference room floor to ceiling. Next thing you know, I've got 100 computers to give out. They started going out slowly. The Center for the Handicapped, Inc., our landlord at

Lone Oak, said they could use a few computers, and in return we got 2,500 square feet of space rent-free.” Over the next few years, Gerry recruited volunteers from CPCUG and from his stamp club (many of them retired engineers) to help out.



Gerry Rosenkrantz hard at work at CPCUG's Project Reboot

In mid-2001, Reboot had to leave Lone Oak because it was undergoing renovation, and began a search for space. Gerry's wife, Rita, suggested he call their friend, former Montgomery County Council member Rose Crenca, since Reboot had donated computers to many senior centers and schools in the county. This phone call led to the use of a county garage for temporary storage and then, six months later in January 2002, to a new home for Reboot at 101 Fleet Street in downtown Rockville, MD, rent-free and utility cost-free, courtesy of Montgomery County.

Continued on page 6

Do you want to share your knowledge ... but can't make a regular commitment?

YOU CAN CHANGE LIVES BY TEACHING FOR CPCUG!

We are now recruiting teachers in many topic areas—complete and send in this form to learn more.

I would consider teaching in *(check all that apply)*

Maryland Virginia DC this site: _____

I would consider teaching *(check all that apply)*

M-F daytime M-F evenings Saturdays Sundays

I have these special requirements:

My preference is teaching *(rank from 1-3, 1 being your first choice)*

- Career professionals who are familiar with computers and who want to advance their knowledge of software/hardware
- Senior citizens who may not be familiar with computers and who want to find good web resources and email friends
- Community members who speak English as a second language, work in blue-collar environments, and would like to move into office professional work

Besides English, I speak *(check all that apply)*

Spanish fluently a bit _____ fluently a bit
 Vietnamese fluently a bit I can sign to the hearing-impaired fluently a bit

I would feel comfortable teaching *(check all that apply)*

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| <input type="checkbox"/> Freehand <input type="checkbox"/> beginner <input type="checkbox"/> advanced | <input type="checkbox"/> ASP <input type="checkbox"/> beginner <input type="checkbox"/> advanced |
| <input type="checkbox"/> Roxio EZ CD Creator <input type="checkbox"/> beginner <input type="checkbox"/> advanced | <input type="checkbox"/> General Windows <input type="checkbox"/> beginner <input type="checkbox"/> advanced |
| <input type="checkbox"/> Photoshop Elements <input type="checkbox"/> beginner <input type="checkbox"/> advanced | <input type="checkbox"/> General Web Browsing <input type="checkbox"/> beginner <input type="checkbox"/> advanced |
| <input type="checkbox"/> Photoshop <input type="checkbox"/> beginner <input type="checkbox"/> advanced | <input type="checkbox"/> General Email <input type="checkbox"/> beginner <input type="checkbox"/> advanced |
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| <input type="checkbox"/> Norton Anti-Virus <input type="checkbox"/> beginner <input type="checkbox"/> advanced | |

Your Name _____

Phone (____) _____ Fax (____) _____ Cell (____) _____

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Address _____ City _____ State _____ Zip _____

Please (1) mail this form to Heidi Lamont, Training Director, Capital PC User Group, 19209 Mt. Airey Road, Brookeville, MD 20833. (2) email a brief summary (100-200 words or less, in paragraph format) of your qualifications—including any professional teaching experience (use your name as the filename!) — to training@cpcug.org. Be sure to include your full name in your email. We will contact you to discuss details and upcoming classes that you may be interested in teaching.

Register to Take a CPCUG Training Class

Most classes cost:
\$29-\$35 member fee
\$39-\$45 non-member fee

Classes Listed at

WWW.CPCUG.NET/TRAININGSEARCH.ASP

Click *SEARCH CLASSES* to search by location

Two Training Centers: Annandale, VA, and Fort Washington, MD

Register for Annandale classes online
or by calling the CPCUG Office at 301-762-9372

Register for Harmony Hall (Fort Washington) classes
by calling 301-203-6040

Capital PC User Group, Inc.

19209 Mt. Airey Road,
Brookeville, MD 20833

E-mail: admin@cpug.org

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Fax: (301) 762-9375

CPCUG Home Page

WWW.CPCUG.ORG/

**Get more
out of your
membership
in the
Capital PC
User Group—
Become a
VOLUNTEER!**

**Contact a member of
CPCUG's Board of
Directors — all are
listed on this page,
most offer a choice
of e-mail or phone
contact information.**

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Future SIGs

If you're interested in starting a SIG, please contact CPCUG President Dennis Courtney at president@cpug.org.

The Internet SIG is inactive. If you're interested in helping reactivate this important SIG, please contact Gabe Goldberg at gabe@gabegold.com.

CPCUG is looking for a few good men – and women. Can you donate a few hours each week to help improve our group? Call 301-762-9372!

Monitor is your publication. If you would like to discuss an idea for an article or column, please contact the editor at editor@cpcug.org.

Our style guide is at:
WWW.CPCUG.ORG/USER/MONITOR/MONSTYLE.HTML.

Publication Submissions

Guidelines. Be sure to put each graphic (200-dpi TIF format preferred) and table in a separate file—do not include text, graphics, and tables together in one file. If you prefer to include everything in one file, please send each table and graphic separately in addition. Include your name, e-mail address, and day and evening telephone numbers at the top of your article so we can contact you if we have questions.

Submittal. Send articles as zipped file attachments to editor@cpcug.org, with copy to admin@cpcug.org. In the body of your message, include the names of files attached and the software formats of each. Or you may send articles in ASCII text format directly in the body of an e-mail message.

Conditions. Articles must be received at least 30 days before publication. All articles are subject to editing. Articles accepted for publication in the print version of the *Monitor* will also appear in the Internet Web pages of the *Monitor*.

Subscription Problems ?

Please call (301) 762-9372 or send an e-mail message to admin@cpcug.org.

Address Changes. Please send change of address notices with current phone numbers to the Capital PC User Group, Attn.: Membership Director, 19209 Mt. Airey Road, Brookeville, MD 20833, or via e-mail to admin@cpcug.org. *Monitor* is not forwarded unless you have made special arrangements with your Post Office.

Renewals. One renewal notice is sent. You may renew your membership by sending your check for \$42 (\$78 for 2 years; \$110 for 3 years) along with your mailing label to the address above. Be sure to correct your mailing label if any of the information has changed, and always include your current phone numbers and membership number.

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The Fine Print. Unless specifically stated otherwise, the opinions expressed in any article or column are those of the individual author(s) and do not represent an official position of, or endorsement by, the Capital PC User Group. CPCUG is an independent, nonprofit user group and is not affiliated in any way with any vendor or equipment manufacturer.

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CPCUG News & Events

Two Training Locations!

Annandale, VA

UHU (Users Helping Users)

The classroom has 12 PCs on a LAN

Classes are held in room 305
Annandale United Methodist
Church

6935 Columbia Pike
Annandale, VA 22003

**To register for classes, call
(301) 762-9372**

Fort Washington, MD

(HH) Harmony Hall

The classroom has 10 PCs on a LAN

Classes are held in the
Computer Room (2nd floor)
Harmony Hall Regional
Center

10701 Livingston Road
Fort Washington, MD 20744

**To register for classes, call
(301) 203-6040**

Directions to both sites:

WWW.CPCUG.NET/DIRECTIONS.ASP

General Meeting/ TechTalk Locations

CPCUG General Meeting/Tech Talks are held in Bethesda at the Bethesda Chevy Chase Services Center (BCCSC), in Northern Virginia at Interstate Van Lines in Springfield, or in Washington, DC, at the Martin Luther King Library. See the listing at the right for each meeting's location. See page 34 for directions to the current month's meeting location.

Upcoming General Meeting/ 2nd Monday TechTalks

Meeting location varies; please check below

Monday, December 8 (7:00 pm)

Our annual *Tech Gifts for the Holidays* extravaganza

Just in time for the holidays, Toshiba will be demonstrating the latest developments in laptop and notebook computers. They will also be demonstrating other items from their product line such as PocketPCs, digital cameras, and LCD projectors. There will be giveaways and every attendee will receive discounts on Toshiba products.

Location: Bethesda Chevy Chase Services Center (BCCSC)
4805 Edgemoor Lane
(entrance at Plaza Level;
Rooms A&B on the 2nd level)
Bethesda, Maryland

Note: Parking (small fee) in building;
Bethesda Metro station across the street

Directions: WWW.CPCUG.ORG/USER/COMM/BCCSC-DIR.HTML FOR
detailed directions and parking information

Raffle

An Entertainment discount coupon book (value \$35) will be raffled at the CPCUG December 8 General Meeting/TechTalk. To be eligible to win, you must be a CPCUG member. (A membership form is on page 36 of the Monitor and will also be available at the meeting.)

Monday, January 12 (7:00 pm)

Program and location to be announced

Monday, February 9 (7:00 pm)

Program and location to be announced

Future topics might include: wireless technology, electronic income tax filing, basic HTML Web publishing, online investment resources, home networking, viruses, and digital photography. Please send feedback on potential topics to Program Director Gary Vaughan at buffalo1_us@yahoo.com. Suggestions are always welcome.

President's Notes

A few years ago we had a vision of how to change CPCUG to make it more relevant for our members in today's world. The changes were not a wholesale departure from what made CPCUG successful in the past, just an updating of how we deliver on our central theme of Users Helping Users. It has taken a long time to make those changes but I'm happy to report we have made great progress in putting together a full service User Group.

One of the first bridges we had to cross was changing a mindset within CPCUG. There were a few longtime CPCUG members who were clinging to the past in terms of our business model despite the evidence that it was no longer working. We were losing money, membership, and volunteers at an alarming rate. Something had to be done to keep CPCUG afloat. We started to measure programs from a cost and utilization perspective. We eliminated costly, little used programs and began to focus on new ways to bring revenue into the group without increasing membership dues. We've been successful enough in these areas to report that CPCUG is 'in the black' and dues haven't seen an increase in quite a few years.

Another step in rethinking CPCUG led us to focus on what the membership really wanted from CPCUG. Rather than work from what we had been doing, we tried to look at the reality our measurements were telling us. For instance, almost 90% of CPCUG members never attend a meeting. That told us that the *Monitor* magazine was the service that was actually being delivered to much of our membership. We tried to keep it going

with a volunteer editor but it is just too big of a job for a volunteer. The decision was made to contract out the position of *Monitor* editor. Paying for an editor did not sit well with some longtime CPCUG members but what was our alternative? We went almost six months with no *Monitor* because no volunteer was willing to take on that big of a job. Same thing with the position of training director. Our membership told us that they wanted a training program. Our vision was to put together a first-rate program with the latest hardware and software. That is a big job and one for which we couldn't find a volunteer with enough time to commit. We now pay both the training director and teachers to conduct our classes.



Relaxing on Michigan's scenic AuSable River

We haven't killed the spirit of volunteerism within CPCUG though. Our pay rates are hardly what people would command in the 'real world.' No one is getting rich off CPCUG; our rates are meant as an inducement to bring people who might have volunteered into the fold. Most of the positions within CPCUG are still staffed on a volunteer basis.

Gaining a growing list of new members has proved more difficult. We have found that if we can tell people how CPCUG can benefit them, signing up new members is easy. The hard part is

telling enough people. That is where we have changed some of our emphasis too. We discovered that, in addition to the fact that 90% of members never come to meetings, many of the people coming to meetings were not CPCUG members. We have asked SIG chairs to make sure that they make a pitch at each of their meetings for CPCUG membership. I know that in my home Delphi SIG, the membership rate of meeting attendees has gone from 20% to near 80%. Some of the people attending the Delphi SIG had been coming to meetings for years and never contributed. Another successful membership recruiting method has been our booth at FOSE and NBC4 Digital Edge. It is not unusual for us to sign up 40 new members in a couple of days at these shows. People see the value of CPCUG if we can get our message out. This is where the new television show is going to help. Not only can we reach the vast majority of CPCUG members who don't attend a meeting, but we will gain a much larger audience for our message of CPCUG as a member service organization.

Our vision is to make CPCUG a 'big umbrella' where computer users of all stripes can come to learn computer skills in a friendly, low-cost, high-quality atmosphere. We want to be the regional resource for reaching computer users. We think we have a great start, but this is only the beginning. We need your help to maintain the organization and grow. You can help by volunteering, taking a class, or just maintaining your membership. Every little bit counts.

CPCUG President Dennis Courtney can be reached at president@cpcug.org.

Reboot continued from page 1

Reboot even had free help moving from the garage to Fleet Street. An organization in Baltimore to which they had donated computers sent three strong men and a big van on moving day, and in no time at all, furniture, tables, chairs, desks, filing cabinets, and shelves of computer parts were set up in Reboot's new home.

The Capital PC User Group, Inc. is a 501(c)(3) corporation. When you donate computer equipment to CPCUG's Project Reboot, you'll receive a receipt for tax purposes.

Donations come from all over – Individuals donate single computers and parts. Companies and organizations donate many. Reboot received almost 200 from USA Today; 132 from the Inter-American Development Bank, and many from the Corporate Executive Board. Gerry says, "At times, we could barely move inside the building. Stuff was coming in faster than we could get it out. Lately, though, it's been moving out faster than it's coming in, so we're looking for more donations. We think it's going to be more regular now. Hopefully, we'd like to send out 10-12 computers a week, which is about 500 a year.

"We just started giving away computers to Interfaith Clothing Center, a program for donating clothes to individuals in need in Montgomery County. Individuals who want a computer apply to the Interfaith Clothing Center, which screens them. Eligible people are given a form to bring to Project Reboot where they pick up their computer. Right now, we're giving away 200 MHz machines with Windows 95 licenses. We've got about 35 of those left. Once they're gone, we'll be giving away computers with Windows 98 Second Edition and Windows

2000. We're excited that we're now a part of the Microsoft Authorized Refurbisher (MAR) program. We paid Microsoft \$600 for a master disk for Windows 98 SE and one for Windows 2000, plus 100 licenses.

"Computers that are 266MHz and up get Windows 2000. Often, especially for schools which have their own software, we donate the computers without an operating system (bootable to a C: prompt). For computers with an operating system, nonprofit organizations pay \$5 a machine, which is our cost for the Windows license.

"We're currently working on 50 computers for the Baptist Convention of DC. We've donated computers to other churches for their offices, outreach programs, homework clubs, and computer labs. We sent 36 machines to a school in Tanzania founded by a former Peace Corps volunteer who settled there. Another 48 went to a technical school in Ethiopia. We've got a request for 36 for technical schools in Haiti. Twenty machines went to a Methodist church in Adams-Morgan for a computer lab. Byte Back, a DC nonprofit organization offering computer training to under-employed and unemployed adults and computer literacy to at-risk youth, has gotten about 150-200 computers from us this year. Reboot is probably the only organization that can handle these kinds of requests.

"In addition to myself, volunteers include CPCUG members Dave Barry, who works on running pickups, and Ann Dorsey, who in addition to fixing computers, beta tests her pie recipes on our volunteers. Many of the other volunteers came from my stamp club. Jerry Cooperman figures out which hardware works with which drivers and does the testing and reformatting of hard drives. Sid Fratkin, a retired IBM engineer, builds computers from

scratch, including file servers. Joe Simonetti handles the Interfaith Clothing Center program. Wally Simon, Ralph Bird, Bob Goodman, Gerhart Heiche, Dennis Parker and Sy Finkel refurbish boxes. Paul Stanton specializes in speaker sets. Cal Olano, a retired engineer, specializes in printers and right now is trying to figure out how to refill ink-jet and toner cartridges. It takes a while to figure out how to get everything to work together. We've got a great group of volunteers with a lot of technical experience and the patience and time to rebuild these machines."

Project Reboot is always looking for donations – computers and parts. If you know someone who gets a new computer and has an old one to donate, suggest CPCUG's Project Reboot.

For those worried about the data on their hard drives, Reboot's procedure is to repartition and format the hard drive and then load an operating system on it to overwrite the old data.

Computers and parts can be dropped off at Reboot (see hours on page 7), or check with CPCUG President Dennis Courtney or Reboot volunteer Dave Barry about giving the donation to them at a CPCUG meeting.

Gerry says they can use almost anything. "Some computers we dismantle totally for parts. We'll sell motherboards and other boards for scrap and get 70 cents a pound. I get \$1.50 for a 486 chip because of the gold, and \$0.75 for a Pentium. A bag of chips brings in a fair amount of money. I exchange it for sound cards, video cards, etc. for \$0.50 each. Hard drives cost us \$1 per GB. SIMS and SDRAMs are \$2 a pound.

"Generally, the computers donated are from 1998 to 2000. We're looking for:

- 133 MHz Pentiums and up (we can usually upgrade them to 166-

200MHZ and get up to 128MB of ram which makes them quite capable machines for high school work)

- Laptops
- Super VGA monitors not older than 1995
- 2GB hard drives and up
- Modems at least 33 kbps and up; internal or external. (External modems only if they have cables and power supplies)
- Computer and printer cables and telephone cords
- Mice
- Speakers
- Memory chips (32s & up)
- Power bricks - external power supply
- Sound cards
- Printers: working laserjets; ink jets
- Printer cartridges, new and used

“Cartridges for the printers are really expensive, so if you have new cartridges for printers you no longer have, we’ll take them. We also appreciate getting used cartridges. We can take them to Office Depot – for each one we turn in, we get a free ream of paper which we use when testing printers.

“Right now we’ve got more keyboards than we need, but that could change.”

Project Reboot’s hours for drop-off and pick-up are Monday, 2-6 pm, and Wednesday, 8 am to 4 pm.

If you know a group that is interested and would qualify for a computer donation, please email Gerry at g.rosenkrantz@att.net or Dave at dbarry@netconnect.net.

Keep Up to Date With CPCUG Activities

Subscribe to the free weekly e-mailing of the 9-day Calendar of Activities (“This Week at CPCUG”). It’s easy to do:

Send an e-mail message to:
LISTSERV@CPCUG.ORG

containing the line
SUBSCRIBE CPCUGCAL-L
<yourfirstname> <yourlastname>

(Do not include the angle brackets.) No entry in the subject line is required. You will receive a request to confirm your subscription by return e-mail. After confirmation, the calendar arrives Friday or Saturday and contains CPCUG meetings, classes, seminars, and special events for 9 days – from Saturday through the following Sunday. You will receive about eight e-mail messages a month.

Discounts for CPCUG Members

Buying a new computer?
CPCUG members receive a 3% discount on our Holiday System Specials and 10% on all other products.

Whatever your needs – sound card, memory, UPS, monitor, printer, or a complete system – we can help you.

Custom systems available.

Visit us online or at one of our stores (directions online).



The Computer Place

Diamond Square Shopping Center
50 Bureau Drive
Gaithersburg, MD 20878
301-330-6016

11266 James Swart Circle
Fairfax, VA 22030
703-246-9188

www.tcponline.com

Donate Your Old Computer to CPCUG’s Project Reboot

If you have a computer in usable condition (or computer boxes or parts) that you would like to donate to a worthy cause, why not consider Project Reboot? You get a tax write-off for the value of the computer and you’ll know that your computer will be properly refurbished by professional CPCUG volunteers who will then turn it over to a worthy recipient.

For those worried about the data on their hard drives, Reboot’s procedure is to repartition and format the hard drive and then load an operating system on it to overwrite the old data.

You can drop off the items at Project Reboot (see times below). Or check with Reboot volunteer Dave Barry at dbarry@netconnect.net or CPCUG President Dennis Courtney at president@cpug.org about giving your donation to them at a CPCUG meeting.

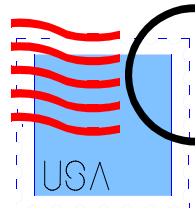
CPCUG’s Project Reboot
101 Fleet Street
Rockville, MD

Mondays 2-6 pm, and Wednesdays 8 am to 4 pm

Feedback



Feedback



Susan Kousek
Editor
editor@cpcug.org

Below is an e-mail message I received in response to my request last month. Thank you, Chris Moriarity, for sharing information about reducing spam and popup ads:

Susan -

Thanks for taking on the *Monitor* editor job. I've really enjoyed the past few issues.

About your Feedback article in Vol. 21, No. 4: I don't think I'm qualified to write entire articles about topics like spam, e-mail security, or popup windows, but I have learned some things that have worked for me that might work for others too.

Here are some snippets that have worked for me, most of which I learned from reading articles on the subjects written by others, particularly several columnists in the Government Computer News:

Helping to limit spam: I learned that I should just have my e-mail address on my personal web page in plain text, rather than having a link, because the email address in the link could be automatically "harvested." I made this change and it seemed to help reduce "new" spam in my inbox.

Spam/e-mail security: I use the freeware "popcorn" (www.ultrafunk.com) that allows me to download and view e-mail headers from the CPCUG POP3 server without downloading the

entire message. This enables me to delete spam messages, messages with attachments from unknown senders, etc. without tying up my dialup connection to first download and then delete them. ("Popcorn" also allows me to easily read my CPCUG e-mail when I'm on the road.)

Popup windows: These are not a problem for me. I gather that I'm fortunate, as I hear far and wide that people are getting hit by a barrage of them. I don't use Internet Explorer (IE) routinely (I prefer using Mozilla Firebird 0.6 and Netscape 4.79), and when I do use IE, I have the ActiveX and cookie settings set to custom levels so these things are either blocked or I have to grant permission. Mozilla Firebird can be set explicitly so that you have to grant permission for a popup window to come up – a great innovation in my view. Also, I use a free proxy server from Junkbusters (www.junkbusters.com) that very effectively blocks most ads. Some webpages don't interact well with the proxy server, but I don't mind having to turn it on/off occasionally (it's easy to turn on/off) when the alternative could be an attack of ads. Finally, I don't have the Shockwave plugin loaded, since that seems to be a favorite tool for popup window ads and other junk.

Chris

chrismor@cpcug.org

When not editing the Monitor, Susan Kousek, owner of Balanced Spaces™, LLC, spends time helping clients organize their offices and homes. She can be contacted at skousek@cpcug.org.

Please let us know if you are interested in reading (or writing) about:

Spam, Web & e-mail security, "how-to" articles for a specific software program, hardware, or any other computer topic

Please send your comments to:
editor@cpcug.org

Entertainment Book 2004

Entertainment books are still available for purchase and make great gifts. You can order a local book (MD/DC or VA/DC) or books for major cities throughout North America.

To order, contact Gabe Goldberg at gabe@gabegold.com or visit www.entertainment.com/support and enter CPCUG's group number, 534389 (very important: if that's not entered, we don't get credit for the sale.)

For a list of meeting site location codes and addresses, please see the inside back cover of the *Monitor*.



Rich's Ramblings

by Rich Schinnell

Here we go, yet again.

BACKUP, BACKUP, BACKUP!!! That is the last time this column I will mention it. Remember! If you will be heartbroken or disappointed if you lose forever some data, pictures, or email, please back them up to either floppies or a CD-ROM. (No excuses).

Now on to other enlightening projects and a little bit of ranting <g>. I have been visiting several techie bulletin board-type web pages and have come to the conclusion that some are just public places for a few people to expound on pet peeves, like "I hate Microsoft" or "I hate AOL."

Negative statements are usually counterproductive. If you don't like a product, it's best to not comment unless someone asks for your opinion or you have sound, logical reasons why you don't like it. People listen to objective comments about most any product. But I see many messages that go off on a tangent and start lambasting a company or their product. All that tells me is the person is a "complainer."

If someone writes a good logical message explaining why a product does not do what it advertises it will do – without all the rhetoric and lambasting – it is much more believable than short "I hate xxx" messages.

Some people write long messages explaining why they do not like a software product, when the real reason is it requires more horsepower than they have. Or maybe they bought a high-end graphics program and are disappointed that they're not an instant graphics artist. Or better yet, bought a word processor and

expected it to make them into a professional writer. <g>

I spent over 20 years in the US Navy where we had an expression: "Don't complain to the Mess Cooks." They're the people who keep the mess hall tables, dining hall, galley, and mess decks cleaned. Complaining to them is like complaining to the janitor at your kid's school about classroom instruction. They listen and commiserate but nothing gets done. It's the same with people who berate software companies on a Web bulletin board. Nothing is going to happen except maybe they feel better because they struck back at the company. If someone has a legitimate complaint, they should write to the CEO of the company, or try to find the name/department of the appropriate person to contact.

Many people do have legitimate complaints. Deal with the subject objectively and not emotionally. Don't try to tell me that I should be using some specific operating system only because it is free and open. Instead, tell me the advantages it has for getting my work done. Or better yet, come help me install it so that I can test the applications that I use on this wonderful free product.

Speaking of free, I'm getting tired of people expecting something for nothing: "Why pay for software when it all should be free?" My parents taught me long ago that there is no such thing as free and it's still true today. Some "free" stuff comes with strings attached, like spyware or some kind of trojan that keeps track of your web browsing. There is a price to pay for almost all "free" software.

Writing messages on a BBS that "AOL is for dummies" is not productive. It just shows your bias. There are millions of people who believe AOL is the best thing since sliced bread. You don't have to be a Techie to use it; it allows the average person to send and receive e-mail with a minimum of fuss or technical knowledge; and you can access it from most anywhere in the world. A lawyer friend travels worldwide and is very pleased with AOL. He can retrieve e-mail regardless of where he is and without being a techie. More time to do what he is paid well for – being a lawyer.

Geez, sounds like I am on a tear <g>. I have gotten some great ideas from joining BBS type of web pages. Some that come to mind are:

For general help and information forums.

[HTTP://FORUMS.SCOTSNWS
LETTER.COM/](http://forums.scotsnewsletter.com/)

[HTTP://WWW.LOCKERGNOME.COM/](http://www.lockergnome.com/)
For Handheld PDAs and such.

[HTTP://WWW.BRIGHTHAND.COM](http://www.brighthand.com)

All of these sites have moderators who police them. If someone gets out of line, they remove the messages.

Check them out if you're interested. There are varied opinions on most any subject available. And, you can get help there.

Rich Schinnell has written his Ramblings column for too many years and you might think that he is jaded (probably true). He hopes his writings are enlightening, sometimes humorous and, most of all, get you to think. He can be reached via e-mail at schinnel@cpcug.org or phone at (301) 949-9292.

Microletter #139

by Paul Shapiro

... dedicated to the dissemination and exchange of information mostly for users of IBM PC-compatible personal computers.



One hundred and counting

Another milestone, one hundred Microletters for CPCUG, starting with Microletter 39. Numbers 1-38 came with a TRS 134 Computer Club membership. Those of us who started out with Radio Shack computer models 1, 3, or 4 met monthly at the Holiday Park Senior Center in Wheaton. Then I learned about CPCUG. Almost as quickly as I had organized the "134" group, I disbanded the successor TRS-PC group, also for users helping users. Now I oversee the Holiday Park Computer Club at 3750 Ferrara Drive each third Wednesday at 1 p.m. No newsletter this time!

DosTalk

Can't help but come back to MS DOS. Over and over I read that DOS is dead and you should forget about it. Aerodynamic theory, I am told, says that the bumble bee cannot fly. Tell that to a bumble bee.

Windows XP has its version of DOS. Why? Because it is so useful not only to old-timers but to newcomers who want to get more out of their computer. It's well worth making a periodic effort to pick up a few basics. Many of the things you do in Windows (such as using Start/Run) use DOS concepts (but they don't tell you that). If you have used Start/Run, it won't be all foreign territory when you get into DOS.

Remember the ramdrive we used to create? It was an artificial

drive on our system in which we deposited files to work with. When we shut down, and presumably didn't need those files any more, they were all deleted.

Truth is you can effectively create a ramdrive with a letter name of your choice. This is done by going into MS DOS and typing **subst /?** to learn how to use the **subst** (substitute) command. You will see the following:

```
Associates a path with a drive letter.
SUBST [drive1: [drive2:]path]
SUBST drive1: /D
    drive1: Specifies a virtual drive to
    which you want to assign a path.
    [drive2:]path Specifies a physical
    drive and path you want to assign to
    a virtual drive.
    /D Deletes a substituted (virtual)
    drive.
Type SUBST with no parameters to
display a list of current virtual drives.
```

Now we can modify (or create) **myshutdown.bat**.

Use Notepad to type

```
RD /S C:\surplus
md C:\surplus
shutdown -s -t 05
```

Save this as **myshutdown.bat**.

The idea is to shut down your computer and at the same time destroy the contents of the "surplus" folder as if it were a ramdrive, while effectively keeping the empty folder for use at the next boot.

Now comes the pseudo-ramdrive part.

In MS DOS type the command **subst S: C:\surplus**, where S: refers to the pseudo-ramdrive being created with the name of your choice (I use S: for surplus). Then *minimize* the DOS window. You have now created the virtual drive S:

To check, open My Computer and observe an S: drive there.

When you want to save a temporary file for the current computer session, just save it to "drive" S: .

Or you can use the Start/Run options to type in **subst S: C:\surplus** for the example described above to create the pseudo-ramdrive immediately!!

As a postscript, I might add you could use a virtual drive as described instead of a desktop icon if you name the virtual drive letter to trigger your memory as to its function. For example, I created the drive G: to refer to my Graphics folder. If I wanted to delete that virtual drive I would Start/Run/subst G: /D and be done with it. Of course in this case I would not do that unless I wanted to get rid of all my graphics files!

If you shut down your computer completely with the **myshutdown.bat** file, virtual drives all disappear. If instead you shut down in hibernate mode, they will be available along with their contents at the next boot.

California, Here's Looking at You

When my wife Irene recently visited my son Bruce in California, we connected via a WebCam. It was an exciting session, with the two of them and my grandson Micah expressing such wide grins



that I used "PrintScreen" on my keyboard to capture the moment. The photo quality wasn't all that

great, but emotions sort of overlooked that.

Of course the grins were because they were so happy at seeing me from three thousand miles away :-) !

We Miss You

It was quite a shock to pick up a copy of the *Washington Post* and see the headline, "Nursing Administrator Doris Bloch, 75, dies."

Doris was the prime mover in getting the Senior SIG to meet at Bedford Court and had attended a SIG Meeting just eight days before succumbing at Suburban Hospital after a fall.

She called me last year to ask if it was possible for the CPCUG Seniors Special Interest Group to meet at the Marriott (now Sunrise) facility near Leisure World in Silver Spring. She set up a meeting with Nancy Whipple, Recreation Manager, where I was also introduced to Richard Kip, a resident who attends meetings regularly and is "our man on the scene." Her enthusiasm was contagious and things just took off from there.

See <http://geocities.com/paul2711/doris.html> for more about her busy life after her escape from the Holocaust.

Paul Shapiro can most quickly be reached at Internet e-mail address pauls@cpcug.org or paul_shapiro@alumni.gwu.edu.

United Way

The Capital PC User Group is a 501(c)3 charitable organization that accepts donations. If you are a Federal Worker you can designate CPCUG on your United Way, Combined Federal Campaign (CFC) pledge and have your CPCUG donation deducted from your payroll.

Designate #7784 on your CFC Payroll Deduction authorization.

The Complete Elevator Speech Workshop:

How To Get the Results You Want When You Only Have 30 Seconds To Talk

Workshop Leader: Bob Bailey, ebiz

Picture this:

- You are at a networking event.
- There's a roundtable of self-introductions going on.
- You are next! *What do you say?* Will you be remembered?
- Will you get the results, contacts, and action you want?
- Or will your introduction fade into the background, like so many others?

At this interactive workshop, led by former software developer, marketing manager, and sales manager Bob Bailey, you will give your elevator speech, get immediate feedback, learn techniques to improve your presentation skills, and have an opportunity to rework your speech and present a new and improved version.

- ***Get results rather than disappointment at networking events.***
- ***Attract the people who can help you in your business.***

Bob Bailey has the knowledge and experience to help high-tech business executives deliver polished, focused, powerful presentations. His knowledge of technospeak enables him to help the high-tech speaker translate technical jargon into language that is technically meaningful yet persuasively effective. Bob is outstanding at creating analogies, translating features into benefits, and making it meaningful for the audience.

Attendee Limit: 12 – because all registrants get personal coaching!

Saturday, March 6, 2004.

Check-in: 12:45 pm. Starts promptly at 1:00 pm; ends at 3:30 pm.

Location: Inter-American Development Bank (Annex Building)
1350 New York Avenue, NW, Room B-300
(southeast corner of 14th Street & New York Avenue, NW)
Washington, DC

Advance registration and payment required. Sorry, No walk-ins.

Registration: Contact Karen at the CPCUG office, 301-762-9372

[If you get voice mail, please leave a message with your name, phone number, name of the workshop, and best day/time to return your call.]

Fee: \$79 until March 1

Late registration: \$99

Late registration closes when all slots are filled or noon the day before the event, whichever is first. [Last held October 2003]

For more info go to:

www.cpcug.org/user/entrepreneur/Workshop-ElevatorSpeech.html

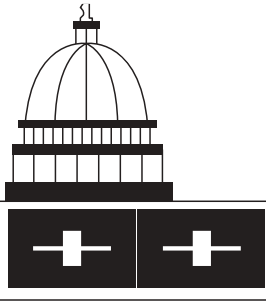
Organized by CPCUG's Entrepreneurs and Consultants SIG

Subscribers to cpcug.org:

If you are having technical problems accessing the Internet, call the Millkern System Status Line (301-738-9753) for a recording of the current system status.

CAPITAL

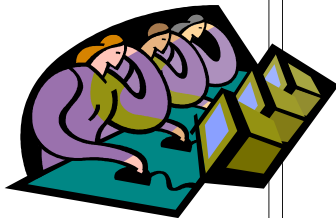
PC



<http://www.cpcug.org>
<http://www.cpcug.net>

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This certificate is good for one free 3-hour hands-on training class with the purchase of one 3-hour class offered by CPCUG at our training facility at the Annandale United Methodist Church, Room 305, 6935 Columbia Pike Annandale, VA 22003.

- 9 · **To register or for more information call 301.762.9372 or visit www.cpcug.net/trainingsearch.asp (search by location and/or class title) or email training@cpcug.org.**
- 9 · **Mention code MONSPCL when registering and bring this certificate to the instructor on the day of the free class.**
- 9 · **Class must be purchased by 1/15/04.**
- 9 · **Certificate must be redeemed by 4/30/2004.**
- 9 · **Limit one certificate per person.**
- 9 · **No copies will be accepted, tear out this page from the Monitor.**



Capital PC User Group, Inc.

Letters to “Late Nite”

Hosted by Marty Shinko

Q03X11.0: I got an e-mail message that asks me to update my personal account data. It looks legitimate, should I do it?

AO: Be careful here! This is most likely a scam, don't fall for it. Many e-mail and Internet access providers state that they will never send you unsolicited e-mail asking you for your password or credit card information. If you want to check that your account information is correct, YOU should initiate the contact. Look up the correct Internet address (from some source other than the suspect e-mail message) and use that.

This is somewhat like getting a call from your bank (or so they say) asking you for your savings account number. If the person calling is really from your bank, they already know your account number and don't need to ask you for it. Surely you've heard this advice before: never give your credit card number over the phone unless you initiated the call (and 'initiating the call' doesn't mean simply returning a call to a phone number given to you by somebody asking for your credit card information).

Q03X11.1: Are these types of scams very common?

AO: I recently received a message from the Juno administrators that there are many Internet scams designed to trick you into revealing credit card, passwords, social security numbers and other personal information to individuals who intend to use them for fraudulent purposes. These scams are known as “phishing” and the communications are sent to appear to look as if they come from reputable companies. The e-mails often instruct you to verify or update your account information by requesting you to reply to

their e-mail with your updated information, or by providing you with a link to a website where you may enter your information. The Federal Trade Commission has issued a warning about these identity theft scams. They suggest:

- If you get an e-mail that warns you, with little or no notice, that an account of yours will be shut down unless you reconfirm your billing information, do not reply or click on the link in the e-mail. Instead, contact the company cited in the e-mail using a telephone number or Web site address you know to be genuine. For example, Juno asks you to contact security@juno.com or call their customer support at 888-839-5866. They say they take security very seriously and will work with law enforcement with the goal of preventing this type of activity.

- Avoid e-mailing personal and financial information.
- Review credit card and bank account statements as soon as you receive them to determine whether there are any unauthorized charges. If there is unauthorized activity, contact your credit card company immediately to determine what action you should take.

There is more information on how to avoid e-mail scams at the Federal Trade Commission's website at WWW.FTC.GOV/BCP/ONLINE/PUBS/ALERTS/PHISHINGALRT.HTM.

Other advice (from Juno security) is: when you receive e-mail from an unknown source and suspect it to be spam, avoid clicking on the unsubscribe links, avoid replying to the spam, avoid replying to an address in the spam message, and avoid visiting any link contained within the e-mail. These actions confirm the validity of your e-mail

address and may result in more spam.

For the FTC to have published an alert about this indicates these scams must be quite common these days.

Q03X11.2: What's wrong with clicking on a link shown in the e-mail message. It looks exactly like the legitimate Internet address of the company listed as the sender of the message?

AO: This depends on what software you use to read your e-mail messages (and maybe on which of its options are selected). Some messages contain text in 'HTML' format; if your e-mail reader software displays them the way web browser software displays them, then clicking on a link could be trouble – so don't click on it.

The reason has to do with the way hypertext links are displayed. A web page can contain “instructions” to show the text such as “Click Here” as a link, but that's not really an Internet address (i.e. typing the text “Click Here” into the “Address” window of your web browser software gets you nowhere). The actual link, or HREF parameter, can be hidden. In an e-mail message from a scam source, the link can be displayed as one thing, yet could actually take you somewhere completely different.

If your e-mail software displays all text as text, then it's probably safe to “click” on a legitimate link in the suspected scam message. But I wouldn't risk it myself.

Q03X11.3: What does URL stand for?

AO: URL is a more precise term than “Internet address” for a resource available on the Internet. URL = Uniform Resource Locator,

the equivalent of folders & files (and disk drive) on the Internet

For example:

HTTP://WWW.ERAU.EDU/FINANCES/FINANCIALAID.HTML is a “fully qualified” URL and has four parts:

- protocol part (HTTP:)
- server or “site” part (WWW.ERAU.EDU),
- “pathname” or series of folders on the server computer, and
- filename, where *.HTML indicates its format as HTML (HyperText Markup Language)

Q03X11.4: How easy is it for someone to create phony web pages?

A0: It's very easy! In order for your computer to display a web page, it has to have copies of all the files that comprise that page, so it has all the data needed to create an impostor of that page. Consider this situation: If you're browsing the Internet, and select “disconnect,” the web page you're viewing doesn't disappear. In order to display the web page, your computer obtained a copy of the files that it needed, and having those files, it can continue to display the page offline. Some browser software can maintain a history of pages you visited in the past and can display many of them offline, i.e. without obtaining another, possibly more current, copy of them via connection to the Internet. That's the way the Internet works, files are copied and transferred in the process of displaying them, so it's easy to set up a page or maybe an entire site that appears to be some other site.

Q03X11.5: How easy is it for someone to put a fake return address on an e-mail message?

A0: It's very easy. Typically the return address is created on the computer sending the e-mail message, by whatever software created the message. Some software lets you enter any

address you want as a return address. Usually the return address isn't checked by any computer handling the message.

Q03X11.6: Is it possible to backdate an e-mail message?

A0: The timestamp on an e-mail message is typically provided by the computer creating the message, so if its clock is wrong, so is the timestamp of the message. The time and date can be set incorrectly, creating “backdated” messages, or messages delivered before they were supposedly “written.” In my opinion, e-mail messages should never be accepted as evidence in court. There's no telling who may have written them or when they were written.

Each computer handling the message is supposed to add its own routing data into the header of a message, so there may be ways to spot discrepancies in the timestamp of an e-mail message. However, the computers handling a message aren't supposed to delete header data added by others, so it's possible to pad the header of a message with false data. In that way, the data added by computers with correct time settings could appear to be the discrepant data.

Q03X11.7: Any other warnings about e-mail messages?

A0: I'd suggest turning off the sound functions of e-mail reader software. Somewhere along the line, somebody got the idea it would be more efficient to package data for making sounds on PCs as executable programs, oblivious to the obvious security risk that creates. Unless you're certain that your e-mail software blocks the running of *.EXE files that supposedly produce sounds, I'd suggest turning off all sounds. Don't run any software obtained over the Internet until you've had it checked for viruses, etc.

Q03X11.8: Where can I get more information about computer security issues?

A0: There's a guide about “Home Computer Security” produced by the Computer Emergency Response Team (CERT) at the Software Engineering Institute (SEI) at the Carnegie Mellon University in Pittsburgh, PA. Find it at WWW.CERT.ORG/HOMEUSERS/HOMECOMPUTERSECURITY. It's about 25 pages long.

TTFN,

- Marty Shinko

Marty Shinko has been involved with CPCUG since the early 1990s, as a volunteer instructor and advocate for beginners. He's used computers for over three decades, from PCs to supercomputers. His interests include sub-atomic physics, astronomy, epistemology, mathematics, engineering simulation and computer modeling, brain psychology, sailboating and amateur radio. He can be reached via e-mail at mshinko.cpcug@juno.com or via phone at (301) 253-1743, or come to the CPCUG General Meetings and meet in person at the “Late Nite” sessions after the meetings.

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Visit WW.CPCUG.NET/DONATE.ASP where you can pay by credit card over the web using PayPal's secure service.

Archiving Genealogy Information

by Richard T. Robusto, Las Vegas PC User's Group

Most of us in the genealogy field find ourselves with large amounts of information on relatives. It challenges us to find a way to preserve it in a way that in the future, near and distant, our descendants will be able to access this data in a timely and understandable manner.

When I first started my genealogy project, I had the mistaken idea I could put away the program and all the data files so it could be accessed years from now. Boy, was I naïve. I was using Windows 98 at the time. Later I upgraded to Windows ME and then to Windows 2000. At this point the program would not work at all with the new system. Of course, I got the updates and finally got it working, but it really got me to thinking there had to be a better way to preserve information so that it can be used in years to come without difficulties.

Of course, the first thing that comes to mind is that you should have a printed copy of everything. This I did on good acid free paper. There are different results that can be achieved. For instance, you can print out a fan type chart. I did that first. It took close to 65 pages of standard letterhead size paper, which had to be meticulously trimmed and taped together making a large five foot square. Another method was to print out a horizontal "format" chart. This involved the same number of sheets and after assembling them, made a chart three feet wide by twelve feet long. This requires an empty wall in order to display it. As far as preserving them, it poses quite a problem. How long would something of this nature last rolled up and packaged? As we all realize, time is our enemy.

In 1999, My wife and I took a trip to Italy with my son and his

wife. We went to the mountaintop village that my parents came from in the early 1900s. We went into the commune (town hall) to get information about the family, birth and death dates, etc. It turned out to be quite interesting in the information that we were able to acquire. When we went into the commune and asked, they took down a ledger about 10 by 18 inches with about 20 pages of paper inside. When they opened the book and turned the yellowed pages, you could hear the sheets crinkling, almost as if they were leaves from a tree. The thought that went through my mind is that we didn't get there any too soon. I am sure that in a few more years, those sheets will deteriorate and be unreadable. On top of it all, I was not able to find any digital or photographic record of the information that was in that ledger. Coming away from this experience left me with the resolve that records need to be digitized and photographed as much as possible. I know that this is happening in some parts of Italy, but in this rural area, it is a long ways away.

So the problem of archiving has to be faced. Sure, we could leave all the information on an individual hard drive with the program itself. But the future holds many uncertainties. Will this drive be able to be accessed with Windows 4000 or Linux Extradense 4500? Sure, everyone says that it can always be brought up to date with current technology. But what if this item were to be put in a safe place where no one saw it for a long time. It would become a relic and probably unusable.

In trying to solve this dilemma, I have tried one or two things which I would like to discuss. The first is the FlipAlbum which can

be used to produce what is called an "E" book. This can be any number of pages and can be put in the order desired. To set this up, I captured the pages out of my genealogy database converting them into bitmaps. I also added all the necessary photos, being able to superimpose descriptions over any part of the photos. When they were finalized and put in the proper order, then the FlipAlbum can be shown on any computer. The program puts a small file in the beginning of the book so that it can be shown on any computer without the necessity of having the program installed. The pages can be set and automatically timed to be seen as a slide show or can be turned manually as desired. The advantages are that it can be viewed on any computer and there is no limit to the number of pages that can be inserted. There is also a provision to add MP3 music playlist, plus it will accept most standard images and multimedia formats. The pages can be viewed in centerfold and double page mode to view photos better. Included also is the ability to print the entire album or individual pages or photos.

I have constructed a couple of FlipAlbums with the first and second generation of my genealogy. Next I intend to revisit the project and add every page from the genealogy that I have and make a complete FlipAlbum. When this is complete, then it is an easy matter to copy the discs so that the members of the family can have their own copy, assuring the permanence of availability of the information.

The second idea that I had was to take the same sheets that I had used in the FlipAlbum, and use them as individual files. Then,

Continued on page 20

The Whole World in My Hand

Getting Data In

by Tom Gutnick

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TTrue confession: when I finally made the switch from a Day-Timer to a Palm-powered handheld computer, it wasn't the gentle weaning process I expected. It took one short week for me to ditch the leather binder and all those scraps of paper, and the electronic replacement was like a new appendage on my body. (If you missed the story of my conversion last month, remember that back issues of the Monitor are always available at WWW.CPCUG.ORG/USER/MONITOR/INDEX.HTML.)

One question that puzzles newcomers to the world of handheld computing is how to get data into a device that's smaller than a pack of 3"x5" index cards. It may interest you to know that when I'm traveling, I actually write these articles on my handheld – it sure beats lugging around a bulky laptop. And it turns out that there are several input methods to choose from:

- Graffiti: using a stylus (like a pen without any ink), you can write on the screen, and the Palm recognizes what you're writing. When I first started, I could write about 15 words per minute; I'm now up to about 18. More about Graffiti in the next paragraph.
- On-screen keyboard: tap a little icon, and up pops a QWERTY keyboard on the screen. The keyboard is too small to use your fingers on, but you can tap the letters, numbers, and punctuation marks with the stylus. I know some people who never use Graffiti, but rely totally on the pop-up keyboard instead. I find I can do about 15 words per minute

(versus 40-60 wpm on a "real" keyboard). You can also get variant keyboard layouts, such as the Dvorak keyboard and some foreign languages.

- Built-in keyboards: a few models, such as the Palm Tungsten C and Sony Clie UX50, have built-in keyboards. The keys are small, so it works best if you type with both thumbs. (If you've ever seen somebody handling her e-mail with a Blackberry device, you should get the picture.) I can do about 22 words per minute – but I find it uncomfortable for more than a few sentences.
- Add-on keyboards: you can buy these in various shapes and sizes, at prices ranging from \$40-\$100. Some are thumb keyboards, whereas others approximate a full-sized keyboard. I have one that ingeniously folds up to about the same size as the handheld, but has 100% full-sized keys. My fingers can really smoke on that one!
- Desktop entry: a handheld computer is typically designed to work in conjunction with a desktop or laptop computer; normally you synchronize data between the two every day. Sometimes, it's easier to do the work on the desktop side, where you've got a large screen, full keyboard, and mouse at your disposal. Also, on the desktop side, you can import data from other sources (data bases, Yahoo! address book, e-mails, etc.).

Of the various options, it's the Graffiti handwriting system that is the most widely used. It's just so easy to pull out the stylus and scribble a few characters and be

done with it. Good handwriting recognition has been sort of a Holy Grail for PDA developers. The first Apple Newton did it so badly that it was lampooned in the Doonesbury comic strip. But when Jeff Hawkins designed the original Palm Pilot, he decided that rather than trying to teach the computer to recognize a user's handwriting, it was easier to teach the user to write in a way that the computer could recognize. Thus was born Graffiti. It's a very stylized alphabet, in which each letter, number, or punctuation mark can be written with one or two strokes of the stylus. It only took me about ten minutes to learn the letters and numbers, but I used the supplied sticker as a cheat sheet until I learned the punctuation.



The figure above shows the Graffiti alphabet. The lower portion of the Palm's screen has been marked off as the Graffiti area. Strokes on the left side are interpreted as letters, and strokes on the right are numbers. Punctuation can be done on either side. Invest a little time practicing, and you'll quickly become Graffiti-proficient! (I should mention that newer units now come with

Graffiti 2 instead. This is a consequence of a patent infringement lawsuit filed against Palm by Xerox. The alphabet is slightly different, along with some of the details such as capitalization, but the underlying concept is identical.)

In this article, I've mentioned five different methods of inputting data. At one time or another, I use all five. But Graffiti is the one I rely on the most. It's always accessible and it's easy. And unlike the New York City subways, this is one form of Graffiti that is socially acceptable.

Tom Gutnick is president of Sunny Banana Information Technology Consulting, and a Palm Powered Software Champion. He teaches classes on the use of Palm handhelds, and provides consultation for their effective implementation and use. He can be reached at tag@sunny-banana.com or 703.786.5541.

CPCUG TV Video Available Online

The first of CPCUG's TV shows that will air on Montgomery Community Television (MCT) has been posted online. Check it out at WWW.CPCUG.NET/VIDEO/AVSEQ02-1.WMV.

The 28-minute video can be viewed/downloaded for free (high speed connection suggested). You can purchase a DVD online at WWW.CPCUG.NET/PURCHASE.ASP.

The cost of the DVD (\$5 + \$2 S&H) reflects the cost of duplicating the DVD. It's in Windows Media Format, but we will consider other formats if requested (contact CPCUG President Dennis Courtney at president@cpcug.org).

CPCUG Elections

It's almost election time for CPCUG! Elections are in February, with those elected taking office March 1. All Executive Committee positions are up for election: President, 1st Vice President, Capital Area Vice President, Maryland Vice President, Virginia Vice President, Secretary, and Treasurer.

Whom do you want to lead CPCUG? You can actively participate in CPCUG's future by volunteering to serve on the election committee, and/or by nominating a fellow member, or yourself, for one of the offices.

The responsibilities of the individual officers are outlined below. The articles referred to can be found in CPCUG's Constitution and Bylaws at WWW.CPCUG.ORG/USER/COMM/C-B-REV.TXT.

President:

1. Serve as the chief executive officer of the CPCUG.
2. Be responsible for the general conduct of the CPCUG.
3. Conduct all Board of Directors meetings and other special meetings as called by the Board of Directors.
4. Appoint directors as required.
5. Designate committees and appoint committee chairmen as required.
6. Call Executive Committee meetings.

1st Vice President:

1. Serve in place of the President in his/her absence.
2. Serve as President for the remainder of the President's term if the office of the President is vacated.

3. Serve as the central administrator for managing all activities associated with a CPCUG office.
4. Manage the activities of the Special Interest Groups to include monitoring their status within the CPCUG. (See Article 5.)

Regional Vice President(s):

1. Be responsible for coordinating and conducting monthly meetings and other periodic activities within their region as sanctioned by the Board of Directors.

2. Coordinate with CPCUG directors (see Article 6) to ensure that members of the region are afforded the opportunity to fully participate in all CPCUG activities.

Secretary:

1. Maintain records of CPCUG business.
2. Document decisions made by the Board of Directors.
3. Notify appropriate members of scheduled meetings.

Treasurer:

1. Maintain accurate financial records of the CPCUG. Records shall include all receipts and disbursements for the CPCUG.
2. Ensure that an independent audit of the CPCUG is conducted annually.
3. Reimburse members for general CPCUG expenses and capital expenditures.
4. Publish an annual financial report of the CPCUG.
5. Provide financial reports of the CPCUG to the Board of Directors at least quarterly.
6. Conduct an annual inventory of capital assets.

To participate in the election process or to nominate yourself or others, please contact CPCUG President Dennis Courtney at president@cpcug.org.

December 2003

All meeting and class times are tentative. Check your e-mail and CPCUG website at <http://www.cpcug.org> before attending. Please see CPCUG Meeting Sites on the inside back cover for location codes.

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	<i>1</i> 7:30 PM Board of Directors (UHU Annandale)	<i>2</i> 6:00 PM Burning CDs with Roxio EZ CD Creator, Ver 6 (UHU) \$	<i>3</i> 7:00 PM Delphi SIG (IADB)	<i>4</i> 6:00 PM Vocabulary of Computing (UHU) \$	<i>5</i>	<i>6</i> 10:00 AM Seniors SIG (Bedford)																																																																																																																
<i>7</i> 3:00 PM ACT! SIG (HSCL)	<i>8</i> 7:00 PM General Meeting/2nd Monday TechTalk (BCCSC)	<i>9</i> 6:00 PM Desktop Publishing with MS Publisher 2002 (UHU) \$ 6:00 PM Searching the Internet (HH) \$	<i>10</i> 12:30 PM Statistics SIG (1800 M)	<i>11</i> 6:00 PM Introduction to E-Mail (UHU) \$ 6:00 PM Shopping, Traveling and Auctioning on the Internet (HH) \$	<i>12</i>	<i>13</i> 1:00 PM E&c SIG (CPL) (note new date)																																																																																																																
<i>14</i> 11:00 AM GLITCH DC SIG (DIK)	<i>15</i> 7:00 PM Virginia SIG (IVL)	<i>16</i> 6:00 PM Adobe Acrobat – Creating PDF Files (HH) \$ 6:00 PM Adobe Acrobat – Creating PDF Files (UHU) \$	<i>17</i> 5:50 PM Pocket PC SIG (date subject to change) 7:00 PM Access SIG (VAMC) 7:30 PM Digital Video SIG (BSS) 7:30 PM Investment SIG (BCCSC)	<i>18</i> 6:00 PM Creating and Posting a Resume Online (HH) \$ 6:00 PM Working with MP3s (UHU) \$	<i>19</i>	<i>20</i>																																																																																																																
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Verify date and time of event at <http://www.cpcug.org/user/comm/cal-6mon.html>

January 2004

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<p style="font-size: 2em; color: red; margin: 0;">11</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">11:00 AM GLITCH DC SIG (DIK)</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">12</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">7:00 PM General Meeting/2nd Monday TechTalk (Location to be announced)</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">13</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Organize Files & Folders using Windows Explorer (HH) \$</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">14</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">12:30 PM Statistics SIG (1800 M)</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">15</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Relational Database Design Using MS Access (UHU) \$</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Windows Computer Maintenance & Troubleshooting (HH) \$</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">16</p>	<p style="font-size: 2em; color: red; margin: 0;">17</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">1:00 PM E & C SIG (CPL)</p> </div>																																																																																			
<p style="font-size: 2em; color: red; margin: 0;">18</p>	<p style="font-size: 2em; color: red; margin: 0;">19</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">7:00 PM Virginia SIG (IVL)</p> </div> <p style="color: red; margin: 5px auto; width: 80%;">Martin Luther King, Jr. Day</p>	<p style="font-size: 2em; color: red; margin: 0;">20</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Introduction to XML (UHU) \$</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Searching the Internet (HH) \$</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">7:30 PM Digital Video SIG (BSS)</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">21</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">5:50 PM Pocket PC SIG (date subject to change)</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">7:00 PM Access SIG (VAMC)</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">7:30 PM Investment SIG (BCCSC)</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">22</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Intermediate MS Access (UHU) \$</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Introduction to E-mail (HH) \$</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">23</p>	<p style="font-size: 2em; color: red; margin: 0;">24</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">9:00 AM Introduction to Quicken (UHU) \$</p> </div>																																																																																			
<p style="font-size: 2em; color: red; margin: 0;">25</p>	<p style="font-size: 2em; color: red; margin: 0;">26</p>	<p style="font-size: 2em; color: red; margin: 0;">27</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Introduction to Dreamweaver MX (UHU) \$</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Introduction to Home Networking (HH) \$</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">28</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">7:00 PM MS Office SIG (ASHA)</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">29</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Advanced MS Access (UHU) \$</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">6:00 PM Creating Great Technical Presentations Part 1 (HH) \$</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">7:00 PM Clipper SIG (E-mail Naseem Saab for location)</p> </div>	<p style="font-size: 2em; color: red; margin: 0;">30</p>	<p style="font-size: 2em; color: red; margin: 0;">31</p>																																																																																			

Verify date and time of event at <http://www.cpcug.org/user/comm/cal-6mon.html>

using a program such as Ulead DVD Picture Show, set them up as a slide show which can be shown on any TV using a DVD player. The files are big enough to fill the TV screen which allows you to read the text on the data sheets. The photos come out well as they fill the screen also. The only drawback is that the timing of the files has to be set for approximately 15 seconds so as to have enough time to read the data. Unlike the FlipAlbum, the timing cannot be changed once the disc is made. This program will also allow audio tracks to be added. I have an idea of narrating all the information as it is shown, but I haven't got that far yet. I found out that I do have to sleep somewhat at night. For the first ones I made I added a music background. I also made a cover sheet that is shown first with the name of the families and of the author. The only disadvantage to this is that you are limited to the capacity of the disc which is 700 MB. But as soon as I acquire a DVD writer, then I will be able to incorporate the whole genealogy section into one disc.

I like the idea of making my own slide show with this DVD program. This can be shown a lot more universally without having the use of a computer. Plus the viewing is much more pleasant on a TV. And with the advent of HDTV, the views can only get better. And let's face it, the DVD image will be with us a lot longer than the current operating systems. So hopefully, many years in the future, our descendants will be able to see all this information and appreciate the efforts that went into making things as permanent as we could in this day and age.

Richard Robusto can be reached at Ricmar2@cox.net.

Reprinted with permission. Originally published in the newsletter of the Las Vegas PC Users' Group, this article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which CPCUG is a member.

LISTSERV[®] Software



One of the most effective ways CPCUG communicates with its members is by sending e-mail messages about upcoming meetings and events. How do we do this? By using LISERSV software donated by L-Soft International, Inc. This popular mailing list management software enables CPCUG to manage our many announcement and discussion lists (see page 35), and makes it easy for you to subscribe (and to unsubscribe).

Thank you, L-Soft, for your donation and support of CPCUG!

If you're not familiar with LISERSV and L-Soft, please read on, and check out what they say on their web site:

L-Soft develops and sells software products and outsourcing services for managing e-mail newsletters, discussion groups and marketing campaigns. This provides you with the flexibility to either purchase the software for your in-house servers or host your lists on our servers. L-Soft products are designed to adapt to the needs of companies of any size or industry. In addition, training and consulting services are offered.

LISERSV[®] software sets the standard for managing electronic mailing lists, including discussion groups and newsletters. LISERSV allows you to administer multiple e-mail lists of any size from as many as several million subscribers to as little as a few dozen.

LSMTP[®] is L-Soft's high-performance e-mail delivery software that is capable of sending large volumes of personalized e-mail messages at lightning speed. It is the fastest e-mail delivery system available in the industry.

LISERSV Maestro is a sophisticated, yet easy-to-use, Web-based e-mail marketing tool that guides marketers through each step of the campaign process. A variety of tracking reports can be viewed online in real time or downloaded for further analysis.

ListPlex[®] is an outsourcing service that gives customers access to L-Soft's expertise and technology without investments in hardware, software or personnel.

For more information about L-Soft's products and services, please contact info@lsoft.com or visit <http://www.lsoft.com/products>.

If you are having problems with your computer hardware or software, why not give the **CPCUG Helpline** a call?

See page 26.

MEMBERS ONLY



Workshop: How to Prepare Your Own Tax Return for an S Corporation

Workshop Leader: Jina Etienne, CPA, Etienne & Associates, LLC

Date: Saturday, January 10, 2004
Check-In: 8:45 am
Workshop Hours: 9:00 am to 1:00 pm
Location: To be announced (probably Bethesda, MD)
Attendee Limit: 12

Workshop starts promptly at 9:00 am!

The number of participants is limited to allow time for one-on-one interaction and substantive Q&A.

Note: Advance registration and payment are required. Sorry, no walk-ins for this event.

After talking about how to prepare business and personal tax returns at CPCUG Entrepreneurs and Consultants SIG events for several years, CPA Jina Etienne is adding a 4-hour hands-on tax workshop to assist those who plan to prepare their own S corporation tax returns.

Jina will start the workshop by reviewing a case study so all attendees will get a good understanding of “the books.” She’ll then walk through the basics of preparing the 2003 tax return for a sample company. She’ll conclude by highlighting “hot spots” on the individual return of a typical company shareholder as he/she carries the corporate income to his/her personal return. There will be four “sessions.”

Session 1 – Overview

- Accounting Basics – So everyone starts on the same page
- Review of the Books – To get a good understanding of the case study facts and circumstances
- Highlights of S Corporation Rules – Who qualifies, how it is taxed, and what is required
- Review of Tax Forms – Getting familiar with the forms to be prepared during Session 3

Session 2 – Working the Numbers

- Cash vs Accrual Options – The different accounting methods and their tax consequences
- Preparation of Financial Statements – The foundation for the tax return

Session 3 – Drafting the Return

- From Financials to Forms – Where do all the numbers go?

- Reconciliation – How you “check” what’s been done
- Review – What to look for after you think you are done

Session 4 – Bringing It All Together

- From Business to Personal – How to carry the figures to your personal return
- The Big Picture – How your business impacts your overall tax situation

This will be a “hands-on” workshop, not a lecture. The goal is to help participants understand the process from beginning (“wow, that’s a lot of receipts”) to end (“phew, my tax returns are finished”). Participants should bring a calculator, a few pencils (with erasers), and a notebook. The workshop will be fast paced, and you’ll be doing some of the work on your own, so we can get everything done in 4 hours!

Jina will have coffee and treats to jump start the morning. After that participants will work straight through (with several short breaks). If you’re likely to get hungry before we finish, bring a brown bag lunch or snack.

Jina will be available for questions and answers throughout the workshop, as well as for followup afterward via e-mail.

Workshop Leader Jina Etienne, CPA, has more than 14 years of public accounting experience. She began her career with Deloitte & Touche, one of the “Big Eight” accounting firms, where her focus was tax planning and compliance for corporations, partnerships, and S corporations ranging from government contractors and vending companies to hospitality and retail firms.

When she left Deloitte & Touche, her focus shifted to the needs of small- and medium-sized businesses.

With her own practice, Jina Etienne provides a wide range of accounting services for businesses and individuals, including tax planning and preparation, and business consulting. Her client base is diverse, including retail and service-based businesses as well as consultants and contractors. For individuals, her services generally include tax return preparation and tax planning, including tax research and representation before the IRS.

Ms. Etienne earned an M.S. in taxation in 1993 and a B.S.B.A. in accounting in 1989 from American University. Jina has also taught accounting as an adjunct professor at American University and currently teaches QuickBooks at local accounting seminars and conferences.

Registration: Contact Karen at the CPCUG Office, 301-762-9372

[If you get voice mail, please leave a message with your name, phone number, name of the workshop, and best day/time to return your call.]

Fee: A fee, to cover room rental and materials, is due at registration.

• \$20, CPCUG members

• \$25, nonmembers

Only 12 slots are available. Don’t miss out. Register now!

You will receive a registration confirmation e-mail message with workshop location, driving directions, and suggestions for being prepared.

For updates and additional information, go to WWW.CPCUG.ORG/USER/ENTREPRENEUR/WORKSHOP-SCORPTAXES.HTML

An event of the CPCUG Entrepreneurs and Consultants SIG



Special Interest Groups (SIGs)

Access (Microsoft)

- Monthly, third Wednesday, 7:00
- Veterans Affairs Medical Center (adjacent to the Washington Hospital Center), 50 Irving Street, NW, Washington, DC (use Emergency Room Entrance), 4th floor, IRM Room, 4C106a
- URL—WWW.CPCUG.ORG/USER/ACCESS/
- E-mail announcement list: [accesssig-l](mailto:accesssig-l@cpcug.org) hosted at cpcug.org
- E-mail discussion list: [accesssigd-l](mailto:accesssigd-l@cpcug.org) hosted at cpcug.org
- Contact—David Kiasi, d: (301) 350-4752, David.Kiasi@appalt.com

Sign up for our meeting announcement and vibrant discussion lists where you can get insight and suggestions for solving your Access problems.

Act!

- 1st Sunday of every month 3:00pm-5:00pm
- Harbour Square Cooperative Library, 500 N Street, SW (1 block south of Waterfront Metro) Washington, DC 20024, 202-829-4444
- Contact—Rick Shaddock <Rick@CICorp.com>

ACT! SIG meetings are a place for users to discuss and share their use of ACT! and to ask and answer questions of other ACT! users at all levels of expertise.

Our meetings are designed to give ACT! users the opportunity to learn more about using specific features of ACT! and the many products that seamlessly integrate with ACT!, and to meet other ACT! users in the Washington, DC, area. We will be performing demos of new versions of ACT!, offering solutions to technical support issues, and suggesting tips to increase user productivity.

Our SIG creates a forum to learn from other ACT! users and industry specialists, encourages the exchange of ideas about ACT!, and creates an opportunity to keep abreast of the latest business solution developments.

Baltimore

- Monthly (except June through September) from 6pm - 8pm check to confirm by visiting the website.
- Meeting site currently Enoch-Pratt Free Library 6310 Reisterstown Road Baltimore, MD
- URL—WWW.RLPYSTEMS.COM/BALTSIG
- E-mail meeting announcements, monthly: To subscribe, send an e-mail request to RLPSystems@aol.com
- Contact—Robert Pettigrew, d/e/w: (410) 358-5840, RLPSystems@aol.com

We are seeking a new, more regular meeting space. If you know of a suitable meeting place in the Baltimore area, please contact SIG Leader Bob Pettigrew.

Beginners (and Beyond)

- Usually monthly, at "Late Nite" following General Meetings, usually second Monday, 9:00
- Same location or meeting room as the General Meeting
- URL—WWW.CPCUG.ORG/USER/BEGINNER/
- E-mail announcement list: [beginsig-l](mailto:beginsig-l@cpcug.org) hosted at cpcug.org
- E-mail discussion list: [beginsigd-l](mailto:beginsigd-l@cpcug.org) hosted at cpcug.org
- Contact—Marty Shinko, d/e/w: (301) 253-1743 or mshinko.cpcug@juno.com

Marty Shinko is coordinating the Beginners (and Beyond) SIG for computer beginners and intermediates. He'd also be interested in hearing from those who work with beginners.

Not exactly a beginner, but also not an expert? This SIG may be just what you've been looking for, a place for those no longer beginners to continue to learn how to get more out of their computers. And as computers evolve, the issues facing beginning computer users change.

Join us for fun, lively discussion, and computer talk. Experts are welcome to share their insights as well, of course.

How You Can Help

- Primary contact person
- Alternate contact persons
- Representative to attend CPCUG

- Board of Directors meetings
- Contact person at General Meetings
- Reporter to write SIG update reports for *Monitor*
- Moderator for e-mail discussion lists

To help in any of these or other capacities, contact Marty by calling (301) 253-1743, sending him a message via e-mail at mshinko.cpcug@juno.com, or meeting him during Late Nite following most General Meetings.

Clipper

- Monthly, last Thursday, 7:00
- Meets at different local restaurants—subscribe to the Clipper e-mail announcement list to learn current month's location
- E-mail meeting announcements, monthly: To subscribe, send an e-mail request to SIG Chair Naseem Saab at Naseem_Saab@DPS-Consulting.com
- Contacts—Naseem Saab, (703) 713-6900, Naseem_Saab@DPS-Consulting.com; Jim Fauntleroy, JimF@us.net

The Washington Area Clipper Users Group (WACUG) became the Clipper SIG of the Capital PC User Group. The mission of the Clipper SIG is (1) to form a presence for Clipper programmers/consultants in the Washington, DC, area, (2) to help newcomers to the Clipper world appreciate and learn about the power of the language. If you need a Clipper programmer/consultant, we maintain a list of Clipper SIG members specializing in Clipper and Clipper-to-Windows conversions. Send an e-mail with the job description and requirements to Naseem Saab at Naseem_Saab@DPS-Consulting.com for distribution to the mailing list.

Delphi

- Monthly, first Wednesday, 7:00 (except no meeting in January and July)
- Inter-American Development Bank, 1350 New York Avenue, Washington, DC

- Luncheon meeting—usually third Thursday, 11:30AM (Pentagon City Mall near movie theatres)
- URL—WWW.CPCUG.ORG/USER/DELPHI/
- E-mail announcement list: delphisig-1 hosted at cpcug.org
- E-mail discussion list: delphisig-d1 hosted at cpcug.org
- Contact—Thomas Miller (703) 503-5600, tmiller@bss-software.com

Meeting Notes

If you know of other Delphi developers, please let them know about our meetings. We have presentations, technical discussions, contests, door prizes, leads, and fun.

Digital Video (Provisional SIG)

- Monthly free meetings, third Tuesday of each month, 7:30 pm
- usually Bethesda Senior Source (BSS) (same floor and building as BCCSC, but different room) Check the web site for verification.
- URL—WWW.DVUG.ORG
- Contact—Merrill M. Hessel, 301-840-1258, dvug@meral.com

Typical Agenda

7:30 pm SIG Business
7:40 Demo
8:00 Presentation
8:25 Video clips
9:00 Adjourn

Digital Camcorders are selling like hotcakes. But what do you do once you have taken the video? Put it into your computer and massage it, add titles, add music, and then improve your technique!

The Digital Video SIG of the Capital PC User Group (also known as the Digital Video User Group, DVUG) has an exciting new program and opportunities for those interested in video. The group focuses on all aspects of the revolution in the production of digital videos, including:

- Digital nonlinear editing system set-up and use
- Digital cameras
- Digital color correction
- Digital video authoring of DVDs
- Special effects and use of such software packages as Adobe After Effects
- Digital sound editing, sweetening, filtering of hum and extraneous noises, and other effects
- Digital lighting
- 3D effects

Upcoming Meeting

The next meeting of the Digital Video SIG is on Wednesday, December 17,

2003, 7:30 to 9:00 pm, in the Bethesda Chevy Chase Services Center Building (Senior Source side of 2nd floor), 4805 Edgemoor Lane, Bethesda, MD. Check the web site, www.dvug.org, for verification.

To be added to the email list, send a message to Merrill Hessel at dvug@meral.com.

Entrepreneurs and Consultants

- Monthly free meetings, usually third Saturday, 1:00PM
- Occasional workshop “extras” (varying fees)
- usually *Cleveland Park Library*, 3310 Connecticut Ave, NW, Washington, DC
- URL—WWW.CPCUG.ORG/USER/ENTREPRENEUR/
- E-mail discussion list: conent-1 hosted at cpcug.org
- Contacts—Barbara Conn, d: (202) 508-1494, e/w: (202) 452-7428, bconn@cpcug.org; Marie Pinho, d/e/w: (703) 569-6080, mpinho@erols.com

Typical Agenda

1:00 Welcome
1:05 Accounting Tips/Tax Updates, Jina Etienne, CPA
1:15 **Main Presentation**
2:40 Q&A
2:55 Closing announcements
3:00 Door Prize Drawing (when available)
3:00 Informal queries, conversation, networking

Upcoming Events

2nd Saturday!

Saturday, Dec. 13, 2003, 1:00-3:15 PM
Spin To Win! 10 Ways Public Relations Can Help Build Your Business

Speaker: Linda Dickerhoof, President, Signature Strategy, Inc.

Public Relations, PR, Publicity, Spin, Media Relations --these terms are often thrown around conference rooms and board rooms, but what do they mean, and, more importantly, what can they do for – or against – your bottom line?

During this presentation, attendees will learn:

- What is public relations (or PR)?
- How is PR different from marketing and advertising?
- What are easy ways to get some positive PR?
- How can good PR help increase my bottom line?
- Do I need a full time PR staff?
- What are some PR pitfalls to avoid?

The presentation will be followed by a

question and answer session, so gather your questions and join us.

Speaker: Linda Dickerhoof, founder and president of Signature Strategy, Inc, is an experienced public relations practitioner, marketer, communicator, and special event planner.

Prior to founding Signature Strategy, Inc., Linda gained a wide variety of experience, rising quickly through the ranks from entry-level to managerial positions in public relations, marketing, and corporate communication in for-profit companies and nonprofit organizations. Former employers include the American Society for Industrial Security (ASIS); UUNET, a WorldCom Company; the American Society of Association Executives (ASAE); Coldwell Banker Stevens, Realtors; and Disabled Sports, USA.

Linda also teaches public relations and public speaking at her alma mater, George Mason University, where she earned a B.A. in Speech Communication. She holds an M.A. in Public Communication from American University.

Signature Strategy, Inc., is a full-service public relations agency, specializing in comprehensive, integrated public relations, marketing, and communication services. Its clients run the gamut from high tech and homeland security to interior design and independent film. Linda Dickerhoof may be reached via Linda@signaturestrategy.com.

Saturday, January 17, 2004, 1:00-3:15 PM
Solving Project Communications Problems

Speaker: Michael Smith, President, TeraTech, Inc.

Those working in information technology are always seeking ways to improve communication between end users and programmers. This presentation will cover common client communication problems on programming projects and how to solve project snafus using free open source tools, some of which will be demoed.

At this meeting you'll learn about--

- Wireframing: what it is and how it helps
- HTML prototypes: what they are (and what they aren't)
- DevNotes: how to use them to document changes in scope during prototyping, and to freeze scope during signoff.

The presentation will be followed by a question and answer session, so gather your questions and join us.

Speaker: Michael Smith, founder and president of TeraTech, Inc., has been

programming for more than 20 years and has been coding in ColdFusion (CF) since version 1.5 arrived 7 years ago. He teaches classes in ColdFusion and Fusebox and is a frequent speaker at national programming conferences throughout the United States. Michael has an MA and BA in mathematics from Cambridge University in England. Prior to founding TeraTech, he worked at a big five United Kingdom computer consulting company.

Michael Smith runs the Maryland ColdFusion Users Group (MDCFUG) and has organized eight successful, value-packed national ColdFusion events, including CFUN-2k in the Washington, DC, area with 700 attendees. In addition, he runs the CF Bug Hunt Web site for the ColdFusion community. He is also a frequent contributor to *_Fusion Authority_* and *_ColdFusion Developer's Journal_* and is the ColdFusion columnist for the print magazine of the Capital PC User Group, the *_Monitor_*. Michael is on the Board of Directors of and is a volunteer instructor for Byte Back, a nonprofit organization providing computer training for underemployed and unemployed innercity residents.

TeraTech, Inc., is a 14-year-old Rockville, MD, consulting company specializing in ColdFusion, SQL, and Visual Basic development. It also offers frequent seminars in ColdFusion and Fusebox. In 2002, TeraTech won the *_ColdFusion Developer's Journal_* award for best ColdFusion consulting service. TeraTech's clients include federal agencies, associations, and businesses. TeraTech has developed sophisticated data-driven Web sites for the Federal Drug Administration, Social Security Administration, and the World Bank. Typical services include system analysis and prototyping, database integration, system development, and integration testing. TeraTech staff also has extensive experience in Oracle, ASP, HTML, Access, and FoxPro.

Michael Smith may be reached via michael@teratech.com.

Saturday, February 21, 2004, 1:00-3:15 PM

Taxes: What Every Entrepreneur and Consultant Needs To Know

Speaker: Jina Etienne, CPA

Saturday, March 20, 2004, 1:00-3:15 pm
Strategic Planning:

A Key to Professional Success (and Personal Fulfillment)

Speaker: Jim Whelan, The Vision Architect, ProActive Corporation

Saturday, April 17, 2004, 1:00-3:15 pm
Topic to be announced

Saturday, May 15, 2004, 1:00-3:15 pm

Taking the Road Less Traveled: Succeeding As Your Own Boss

Speaker: Margarita Rozenfeld, Success Coach, of Essence, and ChiefVisionary, Yes!Circle

Meeting Notes

The Entrepreneurs and Consultants SIG is for computer consultants and entrepreneurs using computers. Our monthly meeting presentation topics are varied, and we welcome everyone. Attendees include business owners, independent computer consultants, managers of entrepreneurial entities within larger companies, new graduates, career changers, and those transitioning from a one-person consultancy to a business with full-time employees.

For the most up-to-date information about the activities of our SIG, including any meeting date, time, location, and topic changes, please subscribe to our conent-1 LISTSERV list at

WWW.CPCUG.ORG/LIST/LWGATE.CGI/CONENT-L/SUBSCRIBE.HTML

At many meetings there are handouts. To ensure we have handouts for all attendees, please register for each meeting via our Web form:

WWW.CPCUG.ORG/USER/ENTREPRENEUR/MEET-REG.HTML

Future Meetings

If you have an idea for a topic or speaker, please send an e-mail message about it to bconn@cpug.org.

GLITCH DC SIG (Provisional SIG)

GLITCH DC SIG (Gay and Lesbian Information Technologists of Washington DC, Inc.). Diverse group of men and women of all ages, all fields, from main frame programmers to novice users.

- Meets second Sunday of each month for brunch and technical presentation, 11 am
- Dupont Italian Kitchen, upstairs dining room, 17th and R Streets NW Washington, DC.
- URL—WWW.GLITCHDC.ORG
- Contact: Wallace Dickson, (202) 265-0591, wdickson@wdn.com, or Cliff Bailey, (703) 237-7486, cbailey@myexcel.com
- Special events announced via mailing list at glitchdc-announce@yahoogroups.com

Upcoming meetings:

Sunday, December 14, 11 am. Workshop presentation on MS Office System 2003. Several copies of MS Office System 2003 Professional will be available for door prizes at that meeting.

Investment

- Monthly (except August), third Wednesday, 7:30
- Bethesda Chevy Chase Services Center, 4805 Edgemoor Lane, 2nd Floor, Rooms A&B, Bethesda, MD (directions at WWW.CPCUG.ORG/USER/COMM/BCCSC-DIR.HTML)
- URL—WWW.CPCUG.ORG/USER/INVEST/
- E-mail meeting notices, monthly: To receive, send your e-mail request to skatz@highstream.net with your name and e-mail address.
- Contacts—Andy Thompson, Thompson01@erols.com or e/w at (301) 270-6790. For information on Investor's FastTrack mutual fund and stock data base and software sessions, contact Ferd Hassler (301) 718-6253 or Carl Berninger at cberninger@mindspring.com.

General meeting program schedule:

7:30 pm FastTrack session

8:15 pm Q & A session; Investment SIG business

8:30 pm Main presenter

9:30 pm 'Market Watch' (if no outside speaker)

Our meetings have two components.

Each meeting begins with a 45 minute discussion related to FastTrack software which is widely used for analyzing and tracking mutual funds and individual stocks. At 8:15 pm the Investment SIG formally begins and our typical agenda consists of an initial 10 or 15 minutes of questions, answers, SIG business, and CPCUG concerns. We then have a main presentation(s) which lasts 60 to 90 minutes and can address issues related to fundamental or technical analysis of stocks, mutual funds, bonds, or trading methods such as options and market timing. The topic of technical analysis indicators is frequently visited.

After the main presentation, if the speaker is from outside the group, there is a 'Market Watch' discussion by our members. The meetings are free and open to the public.

We also have a library for our members. If you have any suggestions for future Investment SIG meeting topics, or if you have something ('non-commercial') you would like to present at a meeting, please e-mail Andy Thompson (above).

Microsoft Office

- Usually monthly, fourth Wednesday (except November), 7:00
- American Speech-Language-Hearing Association (ASHA) at 10801 Rockville Pike, Rockville, MD

- URL—WWW.CPCUG.ORG/USER/COMM/SIG-SUPP.HTML#OFFICE
- Contact—Marie Parker, d: (301) 897-5700 X4220, Mparker@ASHA.org

If you are interested in joining a group where you can exchange ideas, get answers to your questions and concerns, and increase your knowledge of Word, PowerPoint, and Excel, and the integration of these three applications, then this SIG is for you.

PalmOS

- Monthly, day varies, 6:30PM
- Usually at American Psychological Association, 750 First Street, NE, 6th floor, Executive Office Suite, Washington, DC
- URL—WWW.INTERPUG.COM/DCPUG/
- Contacts—Shawn Googins, d: (301) 496-5774, theoophile@yahoo.com; Craig Simpson, d/e/w: (301) 942-3921, macshimidh@earthlink.net, icq#58070639; Frank Sokolove, frank.sokolove@verizon.net.

PocketPC

- Monthly, third Wednesday, 5:50pm.
- High Performance Technologies, Inc Stafford Place II 4121 Wilson Blvd, Suite 200 Arlington, VA
- URL—WWW.CPCUG.ORG/USER/POCKETPC
- E-mail announcement list: pocketpc-1 hosted at cpcug.org
- E-mail discussion list: pocketpcd-1 hosted at cpcug.org
- Contact-Ray Wiley, d: (703) 682-5325 or rainman@gokatgo.net

The Washington Area Pocket PC Users Group, a Special Interest Group of the Capital PC User Group, meets monthly to discuss topics relating to the Pocket PC platform. If you're interested in learning how a Pocket PC can help you at work and play, please join us at our next meeting. Current Palm users are highly encouraged to attend!

Seniors

- Monthly, first Saturday, 10:00AM-NOON
- Bedford Court - 3701 International Drive Silver Spring, MD [Directions: Take Georgia Avenue north from Beltway to third traffic light past intersection with Connecticut Ave, and turn right on International Dr to the tall building two blocks east. We meet in the Activities Room on the ground floor.]

- E-mail discussion list: seniorsig-1 hosted at cpcug.org
- Contact—Paul Shapiro, pauls@cpcug.org. When not online, he can be reached at (301) 770-9512.

The Seniors Special Interest Group meetings are open to all. They help attendees get more from their personal computers. We'd like member participation in arranging SIG programs, and need you to help get the word out about the Seniors SIG. The Seniors SIG is for everyone, from beginner to expert. CPCUG members and visitors are welcome and encouraged to attend our meetings whenever possible.

Statistics

- Monthly (except June through August), usually second Wednesday, 12:30
- 1800 M Street, NW, South Tower, Third Floor, Room S3031, Washington, DC—first-time attendees should contact Charlie Hallahan at hallahan@ers.usda.gov or (202) 694-5051 to have their names put on the admittance list
- URL—WWW.CPCUG.ORG/USER/SIGSTAT/
- E-mail meeting announcements, monthly: To subscribe, send e-mail to Charles Hallahan, hallahan@ers.usda.gov
- Contact—Charles Hallahan, e/w: (703) 532-2930, hallahan@ers.usda.gov

Topics for Upcoming Meetings

December 10: PROC MIXED - Part 2: The General Linear Mixed Model & Evaluating Covariance Structures
(WWW.SAS.COM)

Continuing the topic from October, we'll discuss the general linear mixed model and how it is specified in PROC MIXED. In particular, the options specifying the covariance structures appropriate for longitudinal models will be covered. The sample variogram is defined and used as a diagnostic tool for selecting a covariance structure. Finally, goodness-of-fit statistics for the selected covariance structure will be calculated and plotted.

SIGSTAT is the Special Interest Group in Statistics for the CPCUG, the Capital PC User Group, and WINFORMS, the Washington Institute for Operations Research Service and Management Science.

All meetings are in Room S3031, 1800 M St, NW from 12:30 to 1:30. Enter the

South Tower & take the elevator to the 3rd floor to check in at the guard's desk.

First-time attendees should contact Charlie Hallahan, 202-694-5051, hallahan@ers.usda.gov, and leave their name. Directions to the building & many links of statistical interest can be found at the SIGSTAT website, WWW.CPCUG.ORG/USER/SIGSTAT/.

Our Web Pages

The SIGSTAT pages, at WWW.CPCUG.ORG/USER/SIGSTAT/, contain an extensive set of links to Web pages of interest to statisticians. Each month we'll look at some sites relevant to that month's demo.

Virginia SIG

- Monthly, third Monday, 7:00 pm
- Interstate Van Lines, 5801 Rolling Road, Springfield, VA
- Jurisdiction for inclement weather cancellation: Fairfax County
- URL — WWW.CPCUG.ORG/USER/VASIG/
- E-mail announcement list: virginiasig-1 hosted at cpcug.org
- Contacts—Luis Garcia, d: (202) 606-9848, e/w: (703) 425-6902, lgarcia51@yahoo.com

7:00 Open Forum and General Information
7:45 Presentation
8:45 Q&A

Meeting Notes

The main presentation can be on any general computer utilization issue: hardware, software, Internet, training, and so forth.

December 15: Holiday Event – PC Best Buy Shopping Presentation

Join us for our annual holiday presentation of the "best buys" on PCs and related electronics, components, and software in the Washington Metro area and on the Web. We will also discuss current market trends, and "how to" shop via the Web and at the local computer shows.

Inactive SIGS

The following SIGs are not active at this time. If you are interested in helping start up of any of these SIGs, please contact president@cpcug.org:

- Internet
- OS/2
- Project Management
- Visual Basic
- Windows
- WordPerfect

HELPLINE

compiled by Elliott Fein
elliott.fein@erols.com

This helpline listing is for
CPCUG MEMBERS ONLY.
The volunteers will provide
assistance on their listed subjects
during the times and days outlined.

Membership has its privileges.
Please be prepared to give the

Helpline Volunteer your member-
ship number. Please do not ask for
assistance outside the stated times.
If you reach a telephone answering
machine, leave a message as many
people screen calls or otherwise
prioritize their time. Some volun-
teers have provided e-mail addresses
so that you can contact them if you
have trouble getting in touch by
telephone.

If you would like to volunteer
your services in any area, please
contact Elliott Fein on the Internet
at elliott.fein@erols.com or via snail
mail at 5 Carter Court, Rockville,
MD 20852-1005, providing your
membership number, subject(s),
phone number and/or e-mail
address, days and times.

Member	Phone	Days	Time	E-Mail
ACCESS				
ACCESS SIG Discussion List Scott Mohnkern	301-738-0097	M - F	9:00a-4:00p	www.cpcug.org/list/lwgate.cgi/ACCESSSIGD-L/subscribe.html mohnkern@cpcug.org
ACT!				
Rick Shaddock	202-829-4444	All	9:00a-9:00p	Rick@CICorp.com
ADOBE PAGEMAKER				
Lisa Conners	301-527-0650	Tue - Thur.	7:00p-9:00p	lamc8@comcast.net
ADOBE PHOTOSHOP				
Sam Odio	888-282-2846	All	All	sam@odioworks.com
ALPHA FOUR				
Guy Durant	202 529-6744 202 529-6744	All	8:00a-11:00a 9:00p-11:59p	
APL LANGUAGE				
Frank Ditto	304-725-3283	All	12:01p-11:59p	fditto@shentel.net
APPLE MacIntosh (Hardware, Networks, OS, Software)				
Phil Marchetti	301-404-2210	Mon-Sat	11:00a-9:00p	philm@erols.com
ASSEMBLY LANGUAGE				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
ASTRONOMY				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
BASIC LANGUAGE				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
BROTHER'S KEEPER				
Alta Oben	703-938-5831 703-938-5831	Mon-Fri Sat-Sun	6:00p-10:00p 9:00a-10:00p	alta@cpcug.org

Member	Phone	Days	Time	E-Mail
BUILD YOUR OWN				
Chip Dodge	703-425-7038	All	Reasonable	
Sam Odio	888-282-2846	All	All	sam@odioworks.com
BUYING DECISIONS				
Sam Odio	888-282-2846	All	All	sam@odioworks.com
Randy Steer	202-548-3288	Mon-Fri	8:00p- 11:59p	
	202-548-3288	Sat-Sun	11:00a- 10:00p	
C LANGUAGE				
Wayne Deroncourt				wayned@cpcug.org
Scott Graham	301-437-2745	Mon-Fri	9:00a- 6:00p	sgraham@scobar.com
	301-593-2744	Mon-Fri	6:00p-9:00p	
	301-593-2744	Sat-Sun	Reasonable	
Walter Nissen	440-243-4980	All	Reasonable	wnissen@tfn.net
	Near Cleveland			
C++ LANGUAGE				
Keith Bennett	301-840-1161	All	8:00a -9:00p	kbennett@cpcug.org
Scott Graham	301-437-2745	Mon-Fri	9:00a- 6:00p	sgraham@scobar.com
	301-593-2744	Mon-Fri	6:00p-9:00p	
	301-593-2744	Sat-Sun	Reasonable	
Walter Nissen	440-243-4980	All	Reasonable	wnissen@tfn.net
	Near Cleveland			
COMMUNICATIONS - DATA				
Walter Nissen	440-243-4980	All	Reasonable	wnissen@tfn.net
	Near Cleveland			
COMMUNICATIONS - MODEMS				
Walter Nissen	440-243-4980	All	Reasonable	wnissen@tfn.net
	Near Cleveland			
COMPUTING - GENERAL				
Walter Nissen	440-243-4980	All	Reasonable	wnissen@tfn.net
	Near Cleveland			
Sam Odio	888-282-2846	All	All	sam@odioworks.com
DBASE				
Guy Durant	202-529-6744	All	8:00a-11:00a	
	202-529-6744	All	9:00p-11:59p	
DELPHI/PASCAL				
Richard Maley	301-840-1554	Mon-Fri	9:00a- 5:00p	75127.17@compuserve.com
Dennis Courtney	202-623-2884	Mon-Fri	9:00a- 5:00p	dennisc@iadb.org
DOS				
Arnie Kuzmack	301-949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301-949-3268	Sat-Sun	12:01p-10:30p	
Walter Nissen	440-243-4980r	All	Reasonable	wnissen@tfn.net
	Near Cleveland			
Henry Winokur	301-320-2104	All	Reasonable	henwin@atlantech.net

Member	Phone	Days	Time	E-Mail
DOS Communications Packages				
David Chessler	301-229-3984	All	7:00p-10:00p	
Eudora (3 and 4)				
David Chessler	301-229-3984	All	7:00p-10:00p	
EXCEL				
Scott Mohnkern	301-738-0097	M - F	9:00a-4:00p	mohnkern@cpcug.org
Arquilla Ridgell	301-946-3041	Mon-Wed-Fri	7:00p-9:00p	clockone@aol.com
		Sat-Sun	6:00p -9:00p	clockone@aol.com
FoxBase, any version				
Rick Shaddock	202-829-4444	All	9:00a-9:00p	Rick@CICorp.com
FOXPRO				
Guy Durant	202-529-6744	All	8:00a-11:00a	
	202-529-6744	All	9:00p-11:59p	
FOXPRO Visual				
Rick Shaddock	202-829-4444	All	9:00a-9:00p	Rick@CICorp.com
GGEOWORKS				
Herb Fredricksen	301-840-2056	All	2:00p-11:00p	
HARDWARE - GENERAL				
Wayne Dernoncourt				wayned@cpcug.org
Arnie Kuzmack	301 949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301 949-3268	Sat-Sun	12:01p-10:30p	
Sam Odio	888-282-2846	All	All	sam@odioworks.com
HD TV/Home Theatre				
Rodolfo La Maestra	703-690-6336	Mon-Sat	Reasonable	rodolfo.lamaestra@verizon.net
HTML (Hypertext Markup Language)				
HTML SIG Discussion List				www.cpcug.org/list/lwgate.cgi/HTMLSIGD-L/subscribe.htm
Harold Goldstein	202-966-9091	All	Reasonable	dcbiker@goldray.com
Walt Houser	301-299-0593	All	7:00p-10:00p	houser@cpcug.org
Scott Mohnkern	301-738-0097	M-F	9:00a-4:00p	mohnkern@cpcug.org
Sam Odio	888-282-2846	All	All	sam@odioworks.com
InterACT				
Rick Shaddock	202- 829-4444	All	9:00a-9:00p	Rick@CICorp.com
INTERNET - NOT CPCUG.ORG				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
Internet Basics				
Arnie Kuzmack	301-949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301-949-3268	Sat-Sun	12:01p-10:30p	
Paul Shapiro	301-770-9512	All	9:00a-9:00p	pauls@cpcug.org

Member	Phone	Days	Time	E-Mail
INTERNET - CPCUG.ORG (cpcug.org subscribers only)				
Scott Mohnkern	301-738-0097	M-F	9:00a-4:00p	mohnkern@cpcug.org
INTERNET E-MAIL				
David Chessler	301-229-3984	All	7:00p-10:00p	
INTERNET EXPLORER				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
ISO-9000				
Edward H. Jentsch	301-279-0134	All	Reasonable	ejentsch@cpcug.org
JAVA (SUN)				
Keith Bennett	301- 840-1161	All	8:00a -9:00p	kbennett@cpcug.org
LAN (See also Networking)				
Wayne Démoncourt				wayned@cpcug.org
LOTUS APPROACH				
David Littlefield	202-723-9527	Mon-Fri	8:00a-10:00p	
MATHCAD				
Roland deWit	301-299-4697	Mo,Tu,We,Fr	7:00p-9:00p	
MATHEMATICA				
Roland deWit	301-299-4697	Mo,Tu,We,Fr	7:00p-9:00p	
MEMORY MANAGEMENT				
Henry Winokur	301-320-2104	All	Reasonable	henwin@cpcug.org
MICROSOFT OFFICE				
Scott Mohnkern	301-738-0097	M-F	9:00a-4:00p	mohnkern@cpcug.org
NETSCAPE (3 and 4)				
David Chessler	301-229-3984	All	7:00p-10:00p	
NETSCAPE COMPOSER, Ver 4.01				
David Littlefield	202-723-9527	Mon-Fri	6:00p-10:00p	
NETWORKING/LAN				
Sam Odio	888-282-2846	All	All	sam@odioworks.com
NORTON UTILITIES				
Randy Steer	202-548-3288	Mon-Fri	8:00p- 11:59p	
	202-548-3288	Sat-Sun	11:00a- 11:59p	
NOVICE (Beginner)				
Arnie Kuzmack	301-949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301-949-3268	Sat-Sun	12:01p-10:30p	
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
Sam Odio	888-282-2846	All	All	sam@odioworks.com
Henry Winokur	301-320-2104	All	Reasonable	henwin@cpcug.org

Member	Phone	Days	Time	E-Mail
NUMBER THEORY				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
OLX and other Off-line Readers				
David Chessler	301-229-3984	All	7:00p-10:00p	
ORACLE				
Michael Shunfenthal	703-866-9729	Mon-Fri	7:30p- 9:30p	
OS/2				
Keith Bennett	301-840-1161	All	8:00a -9:00p	kbennett@cpcug.org
C. Patrick Zilliacus	301-384-0972	Sat-Sun	12:01p-9:00p	
OUTLOOK				
Scott Mohnkern	301-738-0097	M-F	9:00a-4:00p	mohnkern@cpcug.org
PARADOX AND PAL FOR DOS				
Ron Hicks	703-528-1009	All	Reasonable	ronhicks@cpcug.org
PERSONAL EDITOR II				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
C. Patrick Zilliacus	301-384-0972	Sat-Sun	12:01p-9:00p	
PKZIP				
David Chessler	301-229-3984	All	7:00p-10:00p	
PRINTERS - GENERAL				
Henry Winokur	301-320-2104	All	Reasonable	henwin@cpcug.org
PVCS VERSION MANAGER 5.2				
Edward H. Jentsch	301-279-0134	All	Reasonable	ejentsch@cpcug.org
QBASIC (IN MS-DOS)				
Paul Shapiro	301-770-9512	All	9:00a- 9:00p	pauls@cpcug.org
QUICK BASIC 4.5				
Paul Shapiro	301-770-9512	All	9:00a- 9:00p	pauls@cpcug.org
QUICKBOOKS				
Dennis Courtney	301-570-9334 202-623-2884	Mon-Fri Mon-Fri	6:30p-9:00p 9:30a-5:30p	dennisc@cpcug.net
SATELLITES, EARTH				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
SQL				
Dennis Courtney	301-570-9334 202-623-2884	Mon-Fri Mon-Fri	7:00p-10:00p 9:30a-5:30p	
STUFFIT				
David Chessler	301-229-3984	All	7:00p-10:00p	

Member	Phone	Days	Time	E-Mail
Timeslips (DOS and Windows)				
David Chessler	301-229-3984	All	7:00p-10:00p	
TROUBLESHOOTING - GENERAL				
Wayne Démoncourt				wayned@cpcug.org
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
Henry Winokur	301-320-2104	All	Reasonable	henwin@cpcug.org
UBASIC LANGUAGE				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
UNIX				
Scott Graham	301-437-2745	Mon-Fri	9:00a- 6:00p	sgraham@scobar.com
	301-593-2744	Mon-Fri	6:00p-9:00p	
	301-593-2744	Sat-Sun	Reasonable	
Scott Mohnkern	301-738-0097	M-F	9:00a-4:00p	mohnkern@cpcug.org
UTILITIES				
Walter Nissen	440-243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
VIDEO CONFERENCING				
Paul Shapiro	301-770-9512	All	9:00a- 9:00p	pauls@cpcug.org
WINDOWS 2000 PROFESSIONAL				
Sam Odio	888-282-2846	All	All	sam@odioworks.com
WINDOWS 3.1				
Guy Durant	202-529-6744	All	8:00a-11:00a	
	202-529-6744	All	9:00p-11:59p	
Henry Winokur	301-320-2104	All	Reasonable	henwin@atlantech.net
WINDOWS 95				
David Chessler	301-229-3984	All	7:00p-10:00p	
Arnie Kuzmack	301 949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301 949-3268	Sat-Sun	12:01p-10:30p	
Henry Winokur	301 320-2104	All	Reasonable	henwin@cpcug.org
WINDOWS 98				
Arnie Kuzmack	301 949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301 949-3268	Sat-Sun	12:01p-10:30p	
Walter Nissen	440 243-4980 Near Cleveland	All	Reasonable	wnissen@tfn.net
Sam Odio	888-282-2846	All	All	sam@odioworks.com
Henry Winokur	301 320-2104	All	Reasonable	henwin@cpcug.org
WINDOWS ME				
Arnie Kuzmack	301 949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301 949-3268	Sat-Sun	12:01p-10:30p	
Henry Winokur	301 320-2104	All	Reasonable	henwin@cpcug.org

Member	Phone	Days	Time	E-Mail
WINDOWS NT - SYSTEM POLICY EDITOR				
Ron Hicks	(703) 528-1009	All	Reasonable	ronhicks@cpcug.org
WINDOWS XP				
Sam Odio	888-282-2846	All	All	sam@odioworks.com
WINFAX PRO				
Howard Weeks	301 924-0400	Mon-Fri	2:00p- 6:00p	
WORD 6.0/7.0 FOR WINDOWS				
Edward H. Jentsch	301 279-0134	All	Reasonable	ejentsch@cpcug.org
Henry Winokur	301 320-2104	All	Reasonable	henwin@cpcug.org
WORD FOR WINDOWS				
Arquilla Ridgell	301-946-3041	Mo,We,Fr	7:00p-9:00p	Clockone@aol.com
	301-946-3041	Sat-Sun	6:00p-9:00p	Clockone@aol.com
WORD FOR WINDOWS 97				
Henry Winokur	301 320-2104	All	Reasonable	henwin@cpcug.org
WORDPERFECT				
WordPerfect SIG Discussion List				www.cpcug.org/list/lwgate.cgi/WPSIGD-L/subscribe.html
Arnie Kuzmack	301 949-3268	Mon-Fri	7:30p-10:30p	Arnie@kuzmack.com
	301 949-3268	Sat-Sun	12:01p-10:30p	
Arquilla Ridgell	301 946-3041	Mo, We, Fr	7:00p-9:00p	clockone@aol.com
	301 946-3041	Sat-Sun	6:00p -9:00p	clockone@aol.com
WORDPERFECT (5.1 & 6.0 DOS)				
Wayne Démoncourt				wayned@cpcug.org
WORDPERFECT (DOS & WINDOWS)				
Howard Weeks	301 924-0400	Mon-Fri	2:00p- 6:00p	
WORDPERFECT (DOS-ALL)				
David Chessler	301-229-3984	All	7:00p-10:00p	
WORDPERFECT (WINDOWS 7-9)				
David Chessler	301-229-3984	All	7:00p-10:00p	
WORLD WIDE WEB				
Harold Goldstein	202 966-9091	All	Reasonable	dcbiker@goldray.com
Walt Houser	301 299-0593	All	7:00p - 10:00p	houser@cpcug.org
Scott Mohnkern	301-738-0097	M-F	9:00a-4:00p	mohnkern@cpcug.org
WORLD WIDE WEB CONTENT DEVELOPMENT				
Harold Goldstein	202 966-9091	All	Reasonable	dcbiker@goldray.com

Volunteers Needed

Booth Staffers for Computer-Related Trade Shows and Other Special Events

Enthusiastic CPCUG members are needed several times a year to staff CPCUG booths at various computer-related trade shows and other special events including NBC4 Digital Edge Expo, FOSE, FedWeb, and eXtreme. It's fun! And all you have to do is hand out CPCUG literature and giveaways, and tell attendees about CPCUG and membership benefits. At trade shows you get a free pass to visit the booths of exhibiting vendors.
Contact: volunteer@cpug.org

Capital Area Vice President and 1st Vice President

We have two VP openings. For detailed information about these VP responsibilities, please contact CPCUG President Dennis Courtney.
Contact: president@cpug.org

General Meetings and Saturday Seminars

1. Seminar panelists
2. Greeters

Contact: president@cpug.org

Education and Training

1. Course Developers
2. Instructors for the following: PCs for Beginners, Using Windows, Microsoft Office XP, Internet Explorer, Netscape Communicator, JavaScript, Java, PERL, C++, and more!
3. Teacher Assistants
4. Technical Editors
5. Copywriters
6. Designers and Desktop Publishers

Please see the form on the inside front cover of this issue.

Contact: training@cpug.org

Helpline

The Helpline is always in need of more helpers. The Capital PC User Group motto is "Users helping

Users," and one of the best places to do that is through the Helpline. You don't have to be a real expert to be of help. Most users requesting help have very basic questions. By volunteering, you can not only help others, but you can learn from the experience and also get a good feeling doing it. Take a look at the "Helpline Directory" in the *Monitor* to see the subjects currently covered. If there is a subject that you are interested in that is not listed, we can add it. A particular need is for volunteers who can answer the phone during the day. Windows and Microsoft Office specifically are in need of more volunteers.

Contact: Elliott Fein at elliott.fein@erols.com, or by snail mail at 5 Carter Court, Rockville, MD 20852-1005.

Reboot

**CPCUG's Active
Computer Recycling Program**

10 Volunteers
Working 1 or 2 or more
afternoons a month

Have hardware to donate?
Have a few hours a month
and want to help?

Contacts:
Gerry Rosenkrantz
g.rosenkrantz@att.net
or Dave Barry
dbarry@netkonnnect.net

Science Fair Judges

CPCUG's Program of Recognition of Young Student Scientists
In 1996 CPCUG presented awards to students in two Maryland counties. In 1997, due to excellent CPCUG member response, we expanded the program to include

students participating in science fairs in 12 areas of Maryland, Washington, DC, and Virginia. Help us cover at least as many science fairs this year and beyond.
Contact: Walt Houser at houser@cpug.org

Writers & Reporters for the Monitor, CPCUG's magazine

The *Monitor* is always looking for good articles! If you are interested in writing an article, reporting on an event, taking photos at an event, or reviewing a book or software program, please let us know.

Contact: editor@cpug.org

Monitor Advertising

Do you know a corporation or entrepreneurial business that might benefit from an ad in CPCUG's magazine, the *Monitor*? Help make it happen by showing its decision makers the *Monitor*. Increased advertising revenue means a larger magazine and more money for CPCUG's member benefit programs. And you can earn a commission on ads you place!

Contact: editor@cpug.org

Monitor Photographer

CPCUG has more than a dozen events every month. If you have a digital camera and a little time on your hands where you could attend a couple of CPCUG events each month, why not volunteer to be the official photographer for the *Monitor*.

Contact: editor@cpug.org

SIGs

If you are interested in starting (or reactivating) a Special Interest Group (SIG), **Contact: president@cpug.org**



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Directions to BCCSC (December 8 General Meeting/TechTalk)

The December 8 CPCUG General Meeting/ TechTalk will be held on the 2nd floor, Rooms A and B of the Bethesda Chevy Chase Services Center (BCCSC), 4805 Edgemoor Lane, Bethesda, MD

Located on the southwest corner of Old Georgetown Road and Edgemoor Lane in downtown Bethesda, BCCSC is in the two-story Montgomery County office building of the Metropolitan complex, above a county parking garage. (Not to be confused with the Bethesda Senior Source (BSS) in the same building)

By car

Parking is available in the building garage: 75 cents per hour for first 3 hours and 50 cents per hour thereafter.

The garage entrance is marked with a large blue Bethesda Services Center parking sign.

Coming south on Old Georgetown Rd (from the Beltway use exit 36), turn right on Woodmont Ave and the parking entrance is almost immediately on your left (second driveway).

Coming south on Wisconsin Ave/Rockville Pike, turn right onto Woodmont Ave, go south for approximately 1 mile, cross over Old Georgetown Rd, and the garage entrance is the second driveway on your left.

Coming north on Wisconsin Ave or west on Rt. 410 (East-West Hy), take Old Georgetown Rd north, turn left at the second traffic light (Woodmont Ave), and the garage entrance is the second driveway on your left).

Take an elevator from the parking garage to the plaza level. (Remember which elevator you use and which level your car is on so you can find your car easily afterward.) The building is located at the center of the plaza. Montgomery County and Maryland flags and a sign bearing the Montgomery County seal mark the entrance to the building.

Enter the building and take elevator to meeting rooms A and B on level 2, one flight above plaza level.

By Metro, By Bus, or on foot

The building is conveniently located across the street from the Bethesda Metrorail station.

From the Metrorail Station, take the escalator from the bus bay to the plaza level, turn left, walk past the clock tower and across to the Metropolitan plaza using the pedestrian bridge.

If you are walking from any other location, the street entrance to the Bethesda Chevy Chase Services Center, 4805 Edgemoor Lane, is on the southwest corner of Old Georgetown Road and Edgemoor Lane. Take elevator to meeting rooms A and B on level 2, one flight above plaza level.

Please see page 4 for
details on upcoming
General Meeting/
2nd Monday TechTalks.

CPCUG Mailing Lists



The Capital PC User Group maintains many mailing lists for distributing and sharing information. A mailing list is a list of people's names and e-mail addresses used to send certain messages or announcements to a group of people simulta-

neously who have a common interest in the message contents. You can join and leave the list as your needs dictate. Electronic mailing lists are a logical extension of bulletin board systems like the late CPCUG Membership Information eXchange (MIX). They provide very much the same functionality as the MIX did without requiring dialing into a separate message server. If you have access to the Internet and e-mail you can get started exploring mailing lists right away!

To make using LISERV (the trade name for the most popular mailing list management software in the world) easy for even the the newest user we have installed a web-based gateway to these lists. From this gateway, users can get information about the various lists that are available. They can subscribe to, unsubscribe from, and set personal preferences (subscription options) for any of the lists that are open to the public. To reach this gateway go to our website at www.cpcug.org and select the "Mailing List" option from the main menu. Some of the lists are for information distribution only (no individual posting allowed), and others are open for posting (discussion lists). Most of the list owners maintain archives of messages, and those archives that are available can be read via the gateway at CPCUG's website.

You can retrieve a manual and other information about the workings of LISERV from:

WWW.LSOFT.COM/INFO/DEFAULT.ASP?ITEM=MANUALS

Below is a compilation of some of the most popular of CPCUG's current e-mail lists.

- ACCESSSIG-L** (CPCUG Access SIG Announcement List)
- ACCESSSIGD-L** (CPCUG Access SIG Discussion List)
- BEGINSIG-L** (CPCUG Beginners SIG Announcement List)
- BEGINSIGD-L** (CPCUG Beginners SIG Discussion List)
- CONENT-L** (CPCUG Entrepreneurs and Consultants SIG Discussion List)
- CPCUGCAL-L** (CPCUG Event Calendar Distribution List)
- CPCUGGEN-L** (CPCUG General Discussion List)
- DCPUG-L** (CPCUG PalmOS SIG Discussion List)
- DELPHISIG-L** (CPCUG Delphi SIG Announcement List)


- HTMLSIG-L** (CPCUG HTML SIG Announcement List)
- HTMLSIGD-L** (CPCUG HTML SIG Discussion List)
- JAVASIG-L** (CPCUG Java SIG Announcement List)
- JAVASIGD-L** (CPCUG JAVA SIG Discussion List)
- MIX-L** (CPCUG Member Info. eXchange Discussion List)*
- MMSIG-L** (CPCUG Multimedia SIG Announcement List)
- MMSIGD-L** (CPCUG Multimedia SIG Discussion List)
- MONITOR-L** (CPCUG *Monitor* Announcement List)
- NETSIG-L** (CPCUG Internet SIG News List)**
- OFCSIG-L** (CPCUG MS-Office SIG Announcement List)
- PMSIG-L** (CPCUG Project Mgm't SIG Announcement List)
- POCKETPC-L** (CPCUG Pocket PC SIG Announcement List)
- POCKETPCD-L** (CPCUG Pocket PC SIG Discussion List)
- SCIFAIRD-L** (CPCUG Science Fair Announcement List)
- SENIORSIG-L** (CPCUG Seniors SIG Announcement List)
- SENIORSIGD-L** (CPCUG Seniors SIG Discussion List)
- TRAIN-L** (CPCUG Training Program Announcement List)
- TRAIND-L** (CPCUG Training Program Discussion List)
- VBSIG-L** (CPCUG Visual Basic SIG Announcement List)
- VBSIGD-L** (CPCUG Visual Basic SIG Discussion List)
- VIRGINIASIG-L** (CPCUG VA SIG Announcement List)
- WPSIG-L** (CPCUG WordPerfect SIG Announcement List)
- WPSIGD-L** (CPCUG WordPerfect SIG Discussion List)

* MIX-L – CPCUG members only. Send e-mail to David Chessler <chessler@cpcug.org> to subscribe.

** NETSIG-L cannot be subscribed to or signed off from cpcug.org as it is hosted on AOL. To subscribe to NETSIG-L mailings, send e-mail to: LISTSERV@LISTSERV.AOL.COM containing the line:

SUBSCRIBE NETSIG-L <firstname> <lastname>

To subscribe to any list, send an e-mail message to LISTSERV@CPCUG.ORG. Include in the message the line **SUBSCRIBE <listname> <yourfirstname> <yourlastname>**. Do not include the angle brackets. No entry in the subject line is necessary.

 The software for maintaining the mailing lists, LISERV®, has been made available through a generous donation from L-Soft International, Inc. The web-based gateway, LWGate, is a perl script written by © 1995 David W. Baker, dwb@netspace.org. This program is free software under the terms of the GNU General Public License as published by the Free Software Foundation. LISERV® is maintained and administered for the CPCUG by CPCUG's LISERV Administrator Karl Signell <signell@cpcug.org>.

10 Reasons To Join CPCUG

Capital PC User Group (CPCUG) membership entitles each member of your family living in your household to all CPCUG membership benefits—

1. Helpline—a great way to get help from experts for your hardware, software, and Internet questions and problems at no additional cost. The Helpline Directory is updated and published in the *Monitor*, the magazine of the Capital PC User Group.

2. Mail delivery of a print copy of our award-winning magazine, the *Monitor*, with its practical tips for computer users; technical articles; regular columns; CPCUG-member-authored reviews of software, hardware, and computer-related books; CPCUG event calendar; and special interest group (SIG) and Training Program information.

3. Computer education and training classes, seminars, workshops, discussions, and labs at low member rates—some are even free to members while others are for members only.

4. Assistance from CPCUG Build Team mentors in specifying and building your own computer. CPCUG's popular "Build" Workshop gives participants the knowledge and confidence to select appropriate components to build and later upgrade their own computers without additional paid assistance. This workshop is only \$75 and is only available to CPCUG members.

5. Discounts on software, hardware, and training are periodically made available to members of our user group. [If you take advantage of several discounts available only to CPCUG members, your membership pays for itself.]

6. Internet service options available only to CPCUG members at competitive rates through our Internet domain cpcug.org.

7. Access to new member-only e-mail distribution lists being created to supplement our more than 30 public discussion and announcement lists. List subscribers can ask and get answers to computer hardware and software questions, and stay informed about CPCUG activities and Training.

8. New software and/or computer reference books—available without charge to members who review them for our magazine, the *Monitor*. You'll also get a byline in the *Monitor* and become a member of our product review coordinator's team.

9. Member-only door prizes—available at some General Meetings, some special interest group (SIG) meetings, and at occasional seminars. [This benefit has more than paid for the annual membership fee of many active CPCUG members. Software prizes have included Lotus Domino Go Webserver, MS Office Professional, and Adobe Photoshop. Hardware prizes have included Hewlett Packard Pocket PCs and Palm handhelds.]

10. Opportunities to develop and/or enhance leadership and management skills, while building your professional network, by volunteering with CPCUG.

The biggest benefit of all may be that by becoming active in the Capital PC User Group you become part of a very helpful community of computer users and IT professionals who are truly "Users Helping Users."

Before you know it you will also become a "User Helping Users."

The Capital PC User Group, Inc. (CPCUG), a nonprofit 501(c)(3) educational organization established in 1982, provides a forum for sharing information, experience, and resources among computer users, from novice to advanced. Although the group serves primarily the Washington, DC, metropolitan area, members are found around the world.

Membership Form

Mail to: Capital PC User Group, Inc.
19209 Mt. Airey Road
Brookeville, MD 20833

Call to (if paying by credit card): (301) 762-9372

Fax to (if paying by credit card): (301) 762-9375

Name _____

Address _____

City/State/ZIP _____

Telephone (Evening/Weekend) _____

Telephone (Day) _____

E-Mail Address _____

Member Number _____

New Membership 1 year—\$42 Outside the
 Renewal 2 years—\$78 United States,
 Change of Address 3 years—\$110 \$60 per year

Payment method: Check VISA MasterCard

Card Number _____

Expiration Date _____

Signature (required for credit cards): _____

List my name in the next Membership Directory? Yes No
Name and address information from this Membership Directory may be very occasionally made available to computer-related businesses, most often on a one-time basis to vendors desiring to announce their General Meeting presentations. If you do not wish to be included in the directory, mark the "No" box above.

Please check this box if you would *not* wish to receive a monthly e-mail message with current CPCUG training and meeting topics. We are considering using this means of keeping the membership informed of scheduled events and changes more rapidly than is possible via the *Monitor* magazine.

Your membership starts with the first *Monitor* magazine mailed to you. It may take 4–6 weeks before you are included on the mailing list or receive your membership card. Please be patient.

Five dollars of the membership fee is for a subscription to the *Monitor*.
902w

Capital PC User Group, Inc. *A Resource for Technology Users and IT Professionals*

Phone: (301) 762-9372

Fax: (301) 762-9375

E-Mail: admin@cpcug.org

Snail Mail: 19209 Mt. Airey Road
Brookeville, MD 20833

URL: <http://www.cpcug.org/>

President: Dennis Courtney
president@cpcug.org

Events Calendar:

<http://www.cpcug.org/user/comm/cal-6mon.html>

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CPCUG MEETING SITES

1800 M = 1800 M St., NW, South Tower, 3rd Floor, Room S3031, Wash., DC

APA = American Psychological Assn, 750 1st St., NE, 6th Floor, Executive Office Suite, Wash., DC

ASHA = American Speech-Language-Hearing Assn, 10801 Rockville Pike, Rockville, MD

AUMC = Annandale United Methodist Church (see UHU Annandale, VA)

BCCSC = Bethesda Chevy Chase Services Center, 4805 Edgemoor Lane, 2nd Floor, Rooms A & B, Bethesda, MD

BSS = Bethesda Senior Source, located on 2nd floor of the Bethesda Chevy Chase Services Center, 4805 Edgemoor Lane, Bethesda, MD

Bedford = Bedford Court, Activity Center, Senior Living Community, 3701 International Dr, Silver Spring, MD

CESC = Carver Educational Services Center, Auditorium, 850 Hungerford Dr., Rockville, MD

CPL = Cleveland Park Library, 3310 Connecticut Ave. NW, Large Mtg Rm, Washington, DC

DIK = Dupont Italian Kitchen, upstairs dining room, 17th and R Streets NW Washington, DC.

EPFL-RR = Enoch Pratt Free Library, 6310 Reisterstown Road, Baltimore, MD

HH = Harmony Hall Regional Center, 10701 Livingston Rd., Ft. Wash., MD

HPTI = High Performance Technologies, Inc., 4121 Wilson Blvd., Suite 200, Arlington, VA

HSCL = Harbour Square Cooperative Library, 500 N St, SW (1 block south of Waterfront Metro), Washington, DC

IADB = Room B-300, Inter-American Development Bank, 1350 New York Ave., NW, Wash, DC

IVL = Interstate Van Lines (Community Room), 5801 Rolling Road, Springfield, VA

KL = Martin Luther King Jr. Library, 901 G St., NW, basement auditorium, Room A-5, Washington, DC

MS = Microsoft Corporation, 5335 Wisconsin Ave, NW, 5th floor, Washington, DC

PC = Pentagon City Mall Eatery

Reboot (computer recycling) = 101 Fleet St, Rockville, MD

Teaism = Teaism Restaurant, 400 8th St, NW, Wash., DC

UHU = Annandale United Methodist Church, Room 305, 6935 Columbia Pike, Annandale, VA

VAMC = Veterans Affairs Medical Center, 50 Irving St., NW, 4th Floor, IRM Room, 4C106a, Wash., DC

WCC = Washington, DC Convention Center, 801 Mt. Vernon Place, NW, Washington, DC

WELib = West End Library, 2nd Floor, Large Meeting Room, 1101 24th Str, NW, Washington, DC

Keep Updated!

Capital PC User Group meeting plans may change after the *Monitor* has gone to press. To get the latest information about meetings and special events (including topics, when available, and date, time, and location changes), bookmark and check WWW.CPCUG.ORG/USER/COMM/.

CPCUG Training

UHU Annandale
Annandale United Methodist Church (AUMC),
Room 305
6935 Columbia Pike, Annandale, VA 22003

\$29 CPCUG & AUMC members. \$39 non-members. All classes 6:00-9:00 pm, except where noted. **Register online at www.cpcug.net/trainingsearch.asp or call CPCUG 301-762-9372.**

December

- 2 – Burning CDs with Roxio EZ CD Creator Ver 6
- 4 – Vocabulary of Computing
- 9 – Desktop Publishing with MS Publisher 2002
- 11 – Introduction to E-mail
- 16 – Adobe Acrobat – Creating PDF Files
- 18 – Working with MP3s

January

- 6 – Introduction to MS Access 2002 Part I
- 8 – Introduction to MS Access 2002 Part II
- 10 – Road Warrior (Remain connected while being completely mobile) 9AM -12PM
- 15 – Relational Database Design Using MS Access
- 20 – Introduction to XML
- 22 – Intermediate MS Access 2002
- 24 – Introduction to Quicken
- 27 – Introduction to Dreamweaver MX
- 29 – Advanced MS Access 2002

Harmony Hall Regional Center
Computer Room, 2nd Floor
10701 Livingston Road
Fort Washington, MD 20744

\$35 Residents & CPCUG members. \$45 non-residents. Register by calling Harmony Hall 301-203-6040. All classes are 6:00-9:00 pm

December

- 9 – Searching the Internet
- 11 – Shopping, Traveling and Auctioning on the Internet
- 16 – Adobe Acrobat – Creating PDF Files
- 18 – Creating and Posting a Resume Online

January

- 6 – Basics of PCs for Very Beginners
- 8 – Basic Computer Keyboarding and Mouse Skills
- 13 – Organizing Your Files and Folders Using Windows Explorer
- 15 – Windows Computer Maintenance and Troubleshooting
- 20 – Searching the Internet
- 22 – Introduction to E-mail
- 27 – Introduction to Home Networking
- 29 – Creating GREAT Technical Presentations (Part 1) [PowerPoint]

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Membership Benefits

1. Helpline for PC and Internet questions
2. Award-winning *Monitor* magazine
3. Economical classes at member rates
4. Mentors for computer specification/building
5. Discounts on software, hardware and training
6. Internet service options through CPCUG.ORG
7. Access to members-only e-mail lists
8. Free software and books for review writers
9. Valuable door prizes at some events
10. Opportunities to enhance leadership skills