

Monitor

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

March 2004

Volume 22

Number 3

\$3.00

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

Inside

Rich's Ramblings

Microletter #142

The Whole World
in My Hand

Letters to “Late Nite”

ColdFusion

Linux

Defragmenting

Book Review

Science Fair Judging
and much more...

CPCUG General Meeting TechTalks

CPCUG General Meeting TechTalks are held monthly, usually on the 2nd Monday of the month. They are free to both members and non-members, but only members are eligible for door-prize drawings. Details about upcoming General Meeting TechTalks are on page 4.

Network, Share Information, Learn, Make Friends, and Have Fun!

by Barbara Conn

By starting a Capital PC User Group (CPCUG) Special Interest Group (SIG), you can do all of the above:

- Learn a computer-related subject of your choosing
- Continue to learn after mastering the basics
- Share your knowledge with others
- Gather with peers in social/networking environments

As a SIG chair you get to choose the subject for your SIG, the meeting/event formats, and the geographic area for SIG events. CPCUG SIGs are decentralized, meeting at locations throughout Maryland, Northern Virginia, and Washington, DC. SIG meeting styles include

- “Go with the flow” agenda
- Study group
- Question and answer (Q&A) session

continued on page 32

Solving Communication Problems During Programming Projects

Those in the information technology industry are always seeking ways to improve communication between end users and programmers. At the January 24, 2004, meeting of the CPCUG Entrepreneurs and Consultants SIG, attendees cited



Speaker Michael Smith, founder and president of TeraTech, Inc.

a number of common communication problems including:

- User and developer don't speak the same language: “That's not what I meant!”
- Developer “knows” what user wants (Not!)
- Project strategy not satisfactorily established
- Misunderstanding of how current project will integrate into larger system
- Poor cost estimates
- Poor time estimates
- Late specification of requirements and scope creep
- Confusion about who is

continued on page 20

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 at

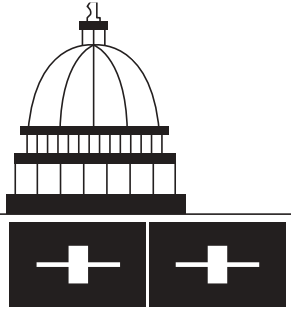
www.cpcug.net/trainingsearch.asp

or by calling the CPCUG Office at 301-762-9372

Register for Harmony Hall (Fort Washington) classes
online at *www.pgparcs.com* or by calling 301-203-6040

CAPITAL

PC



<http://www.cpcug.org>

<http://www.cpcug.net>

USERS HELPING USERS

Bring a Buddy at 1/2 Price Training Certificate



This certificate is good for one person to register for a 3-hour hands-on training class and they can “bring a buddy at 1/2 price” to the same 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 MONBUD2 when registering and bring this certificate to the instructor on the day of the class.**
- 9 · **Class must be purchased by 6/30/2004.**
- 9 · **Certificate must be redeemed by 9/30/2004.**
- 9 · **Limit one certificate per person.**
- 9 · **No copies will be accepted, tear out this page from the Monitor.**



Capital PC User Group, Inc.

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

E-mail: admin@cpug.org
Phone: (301) 762-9372
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.

Past Presidents

Scott Mohnkern, 1999-2000
Lillian Milliner, 1997-98
Greg Smith, 1996
Rich Schinnell, 1993-95
Eydie DeVincenzi, 1993
Stan Doore, 1992
Henry Noble, 1991
Irv Samuels, 1989-90
Tom Enrico, 1988
Jerry Schneider, 1986-87
Tom Mack, 1985
Don Withrow, 1984
Larry Jordan, 1983
Mike Todd, 1982



Executive Committee

President

Dennis Courtney
O: (202) 623-2884
president@cpug.org

**Capital Area
Vice President**
Vacant

Virginia Vice

President
John Sherman
H: (703) 569-4247
j4247@aol.com

Treasurer

Ann Dorsey
O: (301) 762-9372
admin@cpug.org

1st Vice President
Vacant

Maryland Vice

President
Marilyn Weinstein
H: (301) 530-4668
marilynweinstein@juno.com

Secretary

Ken Rothermel
301-908-5622
reviews@cpug.org

Past President

Scott Mohnkern
O: (301) 738-0097
scott@mohnkern.com

Appointed Directors

Build or Buy Program

Chip Dodge
H: (703) 425-7038
cdodgemd@aol.com

Buying Group

Chip Dodge
H: (703) 425-7038
cdodgemd@aol.com

Community Services

René Thirion
H: (703) 256-6764
rene@renedc.com

Corporate

Communications
Barbara Conn
O: (202) 508-1494
H: (202) 452-7428
bconn@cpug.org

Education and

Training
Heidi Lamont
H: (703) 938-1648
training@cpug.org

Internet Services

Vacant

Library Services

Marilyn Weinstein
marilynweinstein@juno.com

Marketing & Public

Relations
Vacant

Membership

Marie Pinho
H: (703) 569-6080
mpinho@erols.com

MIX

René Thirion
H: (703) 256-6764
rene@renedc.com

Monitor Editor

Susan Kousek
O/H (703) 742-9179
editor@cpug.org

Outreach

Gabe Goldberg
O: (703) 941-1657
gabe@gabegold.com

Program

Gary Vaughan
O: (202) 712-0691
H: (703) 521-0535
buffalo1_us@yahoo.com

Science Fair Coord.

Walter Houser
houser@cpug.org

Software Library

Vacant

Vendor Relations

Vacant

Volunteers

Vacant

To volunteer, contact
president@cpug.org

Special Interest Groups (SIGs)

Access (MS)

David Kiasi
O: (301) 350-4752
David.Kiasi@appalt.com

ACT!

Rick Shaddock
O: (202) 829-4444
Rick@CICorp.com

Beginners (and Beyond)

Marty Shinko
O/H: (301) 253-1743
mshinko.cpcug@juno.com

Clipper

Naseem Saab
H: (703) 713-6900
Naseem_Saab@DPS-Consulting.com

Delphi

Thomas Miller
703-503-5600
tmiller@bss-software.com

Digital Video

Merrill M. Hessel
301-840-1258
dvug@meral.com
www.dvug.org

Entrepreneurs

and Consultants
Barbara Conn
O: (202) 508-1494
H: (202) 452-7428
bconn@cpug.org

GLITCH DC

Cliff Bailey
(703) 237-7486
cbailey@myexcel.com

Investment

Andy Thompson
H: (301) 270-6790
thompson01@erols.com

Microsoft Office

Marie Parker
O: (301) 897-5700,
X4220
Mparker@ASHA.org

PalmOS

Shawn Gogins
O: (301) 496-5774
theoophile@yahoo.com

Pocket PC

Ray Wiley
O: (703) 682-5325
H: (703) 878-0314
M: (703) 819-1656
rainman@gokatgo.net

Seniors

Paul Shapiro
H: (301) 770-9512
pauls@cpug.org

Statistics

Charles Hallahan
O: (202) 694-5051
H: (703) 532-2930
hallahan@ers.usda.gov

Virginia

Luis Garcia
O: (202) 606-9848
H: (703) 425-6902
lgarcia51@yahoo.com

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 file attachments (Word or WordPerfect) 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.

March 2004. *Monitor* (ISSN 1070-2792) is published periodically by the Capital PC User Group, Inc., 19209 Mt. Airey Road, Brookeville, MD 20833. Membership is \$42 (\$78 for 2 years; \$110 for 3 years), or \$60 per year for overseas members. Overseas members should make their checks or money orders payable to CPCUG in U.S. funds, drawn on a U.S. bank. Postage paid at Gaithersburg, MD. POSTMASTER: Send address changes to *Monitor*, Capital PC User Group, 19209 Mt. Airey Road, Brookeville, MD 20833.

Articles

Cover Network, Share Information, Learn, Make Friends, and Have Fun by *Barbara Conn*

Cover Solving Communication Problems During Programming Projects by *Michael Smith*

8 Rich's Ramblings by *Rich Schinnell*

11 The Importance of Defragmenting by *Robert Simanski*

12 The Whole World in My Hand by *Tom Gutnick*

13 Why Volunteer as a Science Fair Judge? by *Walt Houser*

14 Why Not Give Linux a Try? by *Cliff Bailey*

15 Forms in ColdFusion by *Michael Smith*

16 Microletter #142 by *Paul Shapiro*

21 Book Review: Google Hacks by *Danny Yee*

Departments

5 President's Notes

6 Feedback/Editor's Column

10 Letters to "Late Nite"

27 Helpline Listings

Events

4 General Meetings/TechTalks

18 Calendar of Events

22 SIG Listings

More Bytes

35 CPCUG E-Mail Lists

36 Membership Form

Addresses, Directions, Maps, Phone Numbers

34 Martin Luther King, Jr. Memorial Library (KL), Washington, DC

cover 2 UHU Teacher Form

cover 3 CPCUG Meeting Sites and Addresses

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.

Copyright ©2004 by the Capital PC User Group, Inc. All rights reserved. Permission for reproduction in whole or in part is hereby granted to other nonprofit and computer user groups for internal, nonprofit use, provided credit is given to *Monitor* and to the author(s) of the reproduced material, and attribution of copyright is included. All other reproduction without the prior written permission of the Capital PC User Group is prohibited.



Staff

Editor

Susan Kousek
editor@cpcug.org

Contributing Editors

Barbara Conn, Dennis Courtney,
 Gabe Goldberg, Tom Gutnick,
 Rich Schinnell, Paul Shapiro,
 Marty Shinko

Monitor

**Editorial Support/
 Proofreading**
 Tom Gutnick

**Product Review
 Coordinator**

Ken Rothermel
reviews@cpcug.org

Photographer
 Vacant

Helpline Coordinator
admin@cpcug.org

**Business Manager/
 Advertising Sales**
admin@cpcug.org
 (301) 762-9372

Editor Emeritus
 Barbara Conn

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, go to
www.pgsparks.com or call
(301) 203-6040**

Directions to both sites:
www.cpcug.net/directions.asp

General Meeting TechTalk Locations and Times

CPCUG General Meeting Tech Talks are held in Bethesda at the Bethesda Chevy Chase Services Center (BCCSC), in Northern Virginia at Washington Gas in Springfield, or in Washington, DC, at the Martin Luther King Library. Directions to the current month's location are on page 34.

TechTalks held at BCCSC and Washington Gas begin at 7 pm. Those held at the Martin Luther King Library begin at 6:30 pm.

Upcoming General Meeting TechTalks

Meeting location varies; please check below

Monday, March 8 (6:30 pm – please note early start time)

IRS and E-Filing Your Income Tax

Some 53 million returns were electronically filed in 2003. Our speaker will go over how to e-file, the technology behind the process, and e-filing refinements expected for the future. For entrepreneurs in the audience, he will touch on specific software development opportunities related to e-filing. He will also briefly discuss other Web information and services provided by the IRS to tax preparers, businesses and the general public.

Speaker: Donato Ambrosio, Senior Tax Specialist, IRS

Location: Martin Luther King Jr. Memorial Library
901 G St., NW (Basement Auditorium, Room A-5)
Washington, DC

Directions: www.dclibrary.org/mlk/directions.html
Also, see page 34 of this issue.

Monday, April 12 (7:00 pm)

Wireless Technology and the Home User

Learn about the basics of wireless (or WiFi) technology for the home user and get practical tips: (1) a by-the-numbers setting up your home or neighborhood WiFi hotspot, (2) the watch-outs, i.e., security, bandwidth, those pesky trees that grow leaves in the spring, etc., (3) the magic of antennas and electromagnetic propagation, and (4) what are the protocols 802.11a, b, g, e, etc.

The presentation will also include installation of a demo WiFi "hotspot" in the conference room, and actually show how WiFi works by relying on some speaker-audience participation.

Speaker: Gene Gaines, President, Gaines Group

Location: Bethesda Chevy Chase Services Center (BCCSC)
4805 Edgemoor Lane (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.

Monday, May 10 (7:00 pm)

Web Layout Tips...and Report on Technology Trends from CeBIT and FOSE Trade Shows.

Special "double-header" program first featuring a repeat of Merry Bruns popular tips on Web layout techniques, but this time with the addition of Web-based examples. The second part of the program will be a report (and discussion) by Gary Vaughan and CPCUG members on technology trends affecting both home and business users as exhibited at computer trade fairs which will be taking place in March in Washington, D.C. (FOSE) and Hanover, Germany (CeBIT).

Location: Bethesda Chevy Chase Services Center (BCCSC)
Bethesda, Maryland

President's Notes

As we enter March 2004, CPCUG will have been around for 22 years. That's quite a long time when you consider the changes that have happened in the computer industry. Some of the early giants in the industry are no longer around (WordPerfect Corp, Lotus Corp., Ashton-Tate [dBase], VisiCorp [VisiCalc], etc.). Although they didn't survive, CPCUG has survived and thrived. CPCUG has survived because it has remained true to its motto of "Users Helping Users."

There are a lot more resources available for computer users from which to garner information than there were in the early days of CPCUG. There are a lot more demands on our time now, too — making it that much more difficult to attend a meeting to learn about computers. But CPCUG remains a formidable 'player' in the mid-Atlantic region when it comes to the technology landscape.

Every month we produce a magazine (the one you're reading right now) that is distributed to our membership throughout the DC metropolitan area. Hundreds of extra copies of the *Monitor* are distributed free in libraries and computer stores throughout the area. We mail copies to other user groups throughout the U.S. and the English speaking world. Each issue is jam-packed with real life computer tips from our very own stable of writers and some of the best articles from other User Group publications. Paul Shapiro and Rich Schinnell anchor our team of writers and can be counted on to deliver solid advice month after month.

Every month we produce more than a dozen live presentations on technology topics ranging

from the most basic introductions to computers to high tech programming. Almost all of these meetings are FREE and open to the public. When we occasionally charge for a meeting, it is at the lowest possible cost and packed with usable content (where else could you learn to build your own computer for \$10?). If you have a PDA, we have two free meetings most months (Palm and Pocket PC SIGs). Got a new digital camera or camcorder for Christmas? We have a Digital Video SIG that will help you get the most out of it. Are you a senior citizen just learning about computers? We have a monthly get-together where seniors can share their experiences working with computers. Just want to ask a few questions and get some help? We have a Beginners and Beyond SIG that acts as an open forum for computer questions. We have additional SIGs including Act, Access, Clipper, Delphi, Entrepreneurs & Consultants, GLITCH DC, Investment, Microsoft Office, Statistics, and Virginia. All of our SIGs are FREE and open to the public. We cover it all!

Can't come to a meeting but still need help? Members can select from over 125 entries in the CPCUG Helpline listing to get their questions answered. I volunteer on the Helpline myself and have met many wonderful people who have shared their computer problems with me. I've even called some other volunteers a time or two to get advice on what products I should consider buying and why. I've never been disappointed with the resources on our Helpline.

Need more than just a little help and need it right away? CPCUG has two modern training

rooms with high speed Internet access where you can take a class on just about anything related to computers. At \$29-\$39 per three-hour class, our classes are the best training value in the area. They're taught by real working computer professionals who really know what they're talking about.

We're at the end of my President's Notes and we haven't gotten to some of the other valuable things CPCUG has to offer (Computer Recycling, CPCUG Television, Web sites, e-mail lists, product discounts, etc.). Suffice it to say that, at 22 years old, CPCUG is still the BEST value in the area for computer related learning and support. And that is something we ALL can be proud of.

"I've learned a lot by volunteering for CPCUG. Right now I'm learning how to put on a television show!
~ Dennis Courtney
CPCUG President

Hockey Tickets Still Available!

Tickets are still available for the CPCUG Hockey Night. Tuesday, March 2, 7:00 pm at MCI Center — Washington Capitals playing the Florida Panthers.



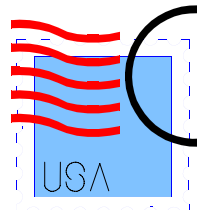
Tickets are \$40 (normally \$55), available by calling the CPCUG Office at (301)762-9372. Come join CPCUG for a fun night of hockey!

MCI Center is at 601 F St., NW, in downtown Washington, DC, off the Gallery Place/Chinatown Metro stop on the red, green and yellow lines.

Feedback



Feedback



Monitor Editor **Susan Kousek** can be reached at editor@pcug.org and welcomes your comments and suggestions.

It's been six months now that I've edited the CPCUG *Monitor* magazine. Doesn't seem that long — I'm still learning how to use QuarkXpress and still have to look at my step-by-step instructions when preparing the *Monitor* to send to the printer.

I've gotten a lot of positive comments from members thanking me for taking on the responsibility. I don't want you to think I do it all on my own. Far from it! This is a group effort, contributed to by many in CPCUG — both board members and non-board members.

I'd like to mention the many people who make the delivery of the *Monitor* to your mailbox possible. Some spend many hours each month; some contribute articles when I send one of my "last-minute" requests; some have written one article (and hopefully will write more in the future). All are deeply appreciated!

Thank you!! (in alphabetical order) to:

First-time article writer **Cliff Bailey** for his article (and possible future column) on Linux.

CPCUG Corporate Communications Director (and long-time former *Monitor* editor) **Barbara Conn** for her very patient and thorough responses to my many questions as I prepared my first issue. I think Barbara spent as many hours as I did on that issue! I truly appreciate her continuing support and advice. I feel I can call

on her at any time. Thank you Barbara!!

CPCUG President **Dennis Courtney** — not for talking me into taking on the job of editor <g>, but for spending time showing me how to use QuarkXpress, familiarizing me with all sorts of resources, spending a Sunday afternoon the week before my first issue went to press, answering "HOW do I do this?" and "WHY is Quark doing this?" and for putting up with my many e-mails.

Wally Dickson (GLITCH DC SIG) for his article about one of CPCUG's newest SIGS.

Retiring Helpline Coordinator **Elliott Fein** for maintaining an accurate listing of Helpline volunteers and keeping me updated on changes.

Outreach Director **Gabe Goldberg** for always, always, always being willing to give advice, write an article, offer suggestions, and give support. Often at the last minute. Always with a smile.

Tom Gutnick, who helps me edit and proof the *Monitor* (I really appreciate having another pair of eyes look at the *Monitor*), and for his "The Whole World in My Hand" column on the Palm. He's convinced me to buy one. Now I need to hire him to teach me how to use it! I know, I know. I could do it myself, but I learned years ago: it's cheaper to hire an expert. (At least, that's what I tell my clients!)

Merrill Hessell (Digital Video SIG) for his article about one of CPCUG's newest SIGS.

Science Fair Coordinator **Walt Houser** for his articles about the Science Fair.

Frank Hum for his article about Open Source software.

Training Director **Heidi Lamont** for sending me the training calendar each month, and providing discount coupons to be included in the *Monitor*.

Membership Director **Marie Pinho** for gathering quotes for this issue.

Science Fair judge **Iris Portny** for sharing her experiences.

Frank Raucci for his Book Review on *Windows XP Hacks*.

Gerry Rosenkrantz for his article on CPCUG's Project Reboot.

Review Coordinator **Ken Rothermel** for coordinating book reviews.

Ranjit Sahai for his recent book review on *Windows XP Annoyances*.

Rich Schinnell for his monthly Rich's Ramblings, his sense of humor, and his very nice e-mail messages.

Paul Shapiro for his monthly Microletter, which often reminds me of the DOS world I fondly remember and still like.

Virginia Vice President **John Sherman**, who, although he hasn't written articles for the *Monitor*, keeps me informed of activities and happenings via his e-mail messages.

Marty Shinko for his "Letters to Late Nite" column and his long-time devotion to helping those computer beginners with basic questions. I well remember when I was at that stage (and often feel I'm still there). I've learned a lot from his column!

Bob Simanski for his article on defragmenting in the current issue and for his promise of future articles; and for volunteering to be

listed in 10 categories on the Helpline (including a new category — Quicken).

TeraTech President **Michael Smith** for his articles on ColdFusion.

Program Director **Gary Vaughan** for planning ahead and for supplying me with detailed information about upcoming programs. I remember years ago finding out what the monthly program topic was only after the meeting has taken place!

Wow! That's a lot of people in the *Monitor* family! (If I missed anyone, my humble apologies.)

I hope to make the group even larger. Send me an e-mail and let me know what you'd like to write about. Send feedback about what you like (or don't like) about the *Monitor*.

Editing the *Monitor* is not an easy job. It does take a fair bit of time (major understatement). I'm paid a nominal amount which covers about a third of my time. It's sometimes frustrating. It's often challenging. But I enjoy it! I do my best to produce a *Monitor* delivered on time, that you look forward to receiving, that you read cover to cover, and that you keep for reference.

Thank you all for your past (and future) contributions!

Susan Kousek, Editor

Editor's note: You'll see boxes like this throughout this issue of the *Monitor* quoting members about the benefits of CPCUG membership. What does membership cost? Annual dues are only \$42. And, membership entitles each member of your family living in your household to all CPCUG membership benefits.

When not editing the Monitor, Susan Kousek, owner of Balanced Spaces®, LLC, spends time helping clients organize their offices and home. She can be reached at skousek@cpug.org.

"I've gained new clients and gotten great visibility for my company through presentations I've done and people I have met at CPCUG events.

~ Susan Kousek
Monitor magazine editor

The Complete Elevator Speech Workshop:

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

Only one
space remains as
we go to press!

Workshop Leader: Bob Bailey, ebiz

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

"I was already running MS Office XP Professional and wasn't interested in upgrading since I hadn't explored most of the new features. However, Office 2002 had a few glitches I found annoying, notably in Outlook and MS Publisher.

"Well as luck would have it, I won MS Office 2003 Professional at our December meeting! What joy! Not only did my "annoyances" go away, but the expanded features are great! I just love this product — and I love CPCUG.

"This wasn't **all** luck, though, because I was eligible to win the door prize since I was a bona fide member.

"In my view, this was a double win. Not only did I get a great prize, but I'm in an organization that offers me all levels of assistance with numerous products — training, tech support (from our Helpline), fine tuning, tips and tricks, etc., and also engages me to actually use the software better, and be on the alert for improvements, patches and upgrades. With all this, I can consider myself a winner even if I hadn't won a door prize!

"Are you a member? If not, you're probably losing out. You can change your luck by joining. It's as easy as can be. You'll find a membership form on page 36 of this issue."

~ Marie Pinho, CPCUG Membership Director



Rich's Ramblings

by Rich Schinnell

Cautions and Warnings

My father and grandfather used to drill into me:

"You don't get something for nothing."

"If it's too good to be true, it probably is."

"Beware of someone knocking at your door wearing a mask."

There is something about these sayings that ring so true in this day and age.

Spam is unsolicited e-mail advertisements you receive in your in-box. Most spam today offers products or services covered by these sayings. Ignore them! There are some really unscrupulous people out there. They tease you with offers that are usually so cheap or "guaranteed to work" that you just can't believe your good luck. Don't believe it! Anyone who has a legitimate offer will not have to hide their real e-mail address. And "No, Virginia," you cannot purchase Microsoft Windows XP Professional for \$39.95... Legally...

Spoofing and Phishing

"What you see is what you get" is not a valid statement today because of the ability to hide or obfuscate actual Web addresses in messages. You'll see this in messages you receive using spoofing or phishing (see definitions in the boxes). When you read a message where the sender includes a Web address that is clickable, commonly called Links

or URLs (Uniform Resource Locators), clicking on it will load your browser and take you to a Web page. Most e-mail programs underline these to make them stand out. Careful! These have been showing up in messages with some strange characters included in the underlying URL code in the message.

They do this relying on features in most e-mail programs that allow HTML (Hypertext Markup Language). This is a neat feature that allows you to place your cursor on the underlined text which, when clicked, will launch your Web browser and take you right to the indicated site. This feature makes your messages much easier to read and understand but it is being exploited by people who wish to separate you from your money. These bad guys have figured out how to fool many people into clicking these links. What may appear as *microsoft.com* would lead you to believe that the underlying code is

http://www.microsoft.com. However, hidden behind it is the underlying HTML code that sends you to one of their nefarious Web sites.

Most e-mail programs let you see what the HTML code looks like by displaying it in a status bar on the bottom of your e-mail program. But the crooks have figured out how to fool your e-mail program to show only a portion of the HTML address.

They do this by putting hexadecimal characters in the underlying HTML address. They use what is called NULL or hexadecimal zeros which are interpreted by your e-mail program as non-visible characters. Which they really are. Your e-mail program ignores these when displaying them but will

Spoofing is when a virus has harvested e-mail addresses from an infected computer. The virus selects one of the addresses for the "from" field, and another for the "to" field, making it appear as if the e-mail message (with virus attached) came from someone other than the actual source.

pass them on to your Web browser and therein lies the tale. They include their nefarious Web site at the far end of

the URL address and *lo and behold*, you could believe that you're on Microsoft's Web site when you really are on some Web site overseas that has been created to look just like the Microsoft site. They compose their Web page by linking to graphics on the real Microsoft Web site, so you think you really are on the Microsoft site. They depend on you believing this and hope you will give up personal financial information or allow them to install a program on your PC. Don't fall for this. The only way to access sites where you can feel almost 100% sure that you are really there is to type the Web address into your browser. Of course, you must be careful in typing in Web address. Remember that *whitehouse.gov* is not the same site as *whitehouse.net* or *.org* or *.com*. Many nefarious people pay for names that are close to the real ones with common misspellings so you end up not where you intended, possibly at a porn site.

This short example uses Microsoft as the target Web site, but you can substitute American

Phishing refers to spam forgeries that impersonate the identity of a company with which you may have an account, such as PayPal, AOL, Bank of America, etc. Typically the message says there's a problem with your account information and provides a link to a Web page where you're asked to input your credit card number or other personal financial information.

Express or Bank of America for Microsoft. It has been getting pretty pervasive lately so evidently it must be fooling some people.

NEVER respond in any way to spam or unsolicited e-mail. Microsoft has NEVER sent e-mail to users with attachments to be executed. Never give out personal financial information to any Web site where you have not specifically typed in the Web address and know you are on the real site. Check your browser to make sure that the little lock symbol on the lower right of your screen shows you have an encrypted connection.

Some people forget their normal suspicions when they are on-line. They would not give out personal financial information to someone who just happened to call them on the telephone. Banks don't call you to verify your account information or verify credit card numbers. The same suspicions should prevail when you read messages on the Internet.

Credit cards on the Internet

I use a feature offered by my credit card company to protect me from recurring uses of my card. I log into my American Express account and request a one time number to be used in an Internet transaction. Private Payment numbers have a limited life — they expire between 30 and 67 days, depending on the time of month the number is issued. The number is tied to my credit card number and shows up on my bill as a regular purchase. This is one way to defeat the "auto renewal" options on some of the sites where you wish to use it only one time. Some sites require payment for a year's worth of access and they often try to use the same card number for an automatic renewal when your year is up. Their attempt to

use the same credit card number will be disallowed if you've used a Private Payment number. You will need to give them another Private Payment number if you wish to renew. This at least is some leverage when it looks like you could end up paying for something you really don't want.

I have used my Visa and American Express cards on the Internet for many years and have never had a problem. I always go directly to a site where I wish to purchase a product by typing in the Web address, not by clicking on a link in a message. Use caution as you would on the phone. I would never give my credit card information to someone who just happened to call me to sell a product. Only to those whom I called.

Remember: Many virus/trojan messages are sent via spoofing — unknowingly sent from computers of people who have your e-mail address in their address book. Unfortunately, many people trust the e-mail from addresses they recognize. Trojans or virus writers depend on this "family and friends" feature of address books and when someone in the chain receives the virus and "trusts" the sender, Wham! The same virus or Trojan goes out to everyone in the infected computer's address book.

As usual, your mileage may vary <G>

Rich Schinnell is retired from the USN, Vitro Corporation, and from active involvement in CPCUG, although he still keeps his fingers (sometimes his feet and sometimes he jumps in with all his clothes on/off) in the technical pool. He has a few small business consulting clients whose networks and PCs he maintains. He can be reached via e-mail at schinnell@cpcug.org and via his Web page at www.schinnell.org. Last resort is via the old fashioned telephone at (301) 949-9292.

Letter to Tammy Arnold of Toshiba America from the winner of one of the door prizes donated by Toshiba at CPCUG's annual holiday party.

"Dear Tammy:

I just received the Toshiba PDR-M500 Digital Camera I was fortunate enough to win at the Capital PC User Group meeting December 8. It's beautiful! And so many features. It was a pleasant surprise that there are interchangeable lenses and I plan to buy the wide-angle and telescopic. Needless to say I'll be buying a larger capacity memory card as I really expect to use the camera.

Please express my deep appreciation to Toshiba for making such a wonderful prize available to user groups such as ours. And thank you, too, for your lively, informative presentation at the CPCUG meeting.

Warm regards, and Happy Holidays to your and your family."

~ Henry M. Whitney
CPCUG member

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.

Letters to “Late Nite”

Hosted by Marty Shinko



Q04111.0: I often read advice about backing up my computer. Aren't computers reliable? Why do I need to back up my computer?

A0: The advice that Rich Schinnell repeats, “BACKUP, BACKUP, BACKUP” is very good advice that applies to most people. A small subset of users don't need to bother with backing up their computers. If all you do is play games on your computer, or browse the Internet (so you don't need to keep any data), AND you don't mind installing software, then you don't need to do backups. However, if there's any data you want to keep (and even some game programs save record high scores data), or if you don't enjoy installing software, then you ought to do backups.

While computer hardware is very reliable, hard disk drives do fail. I've had a new hard drive fail after around 15 months of use. Having a backup is your protection against that sort of surprise.

There are other times when you need backups. Being able to restore files altered or deleted by computer viruses is one of them. Backups are also protection against “cockpit errors,” where you accidentally delete a file, or delete more files than you intended, or deleted the wrong file (and didn't realize it until a few days later). Other hardware problems can occur, such as power failures. Because every “write to disk” actually requires two write operations, to two widely separated areas of the disk (one to write the data, and another to update the file system tables), losing power between those operations can result in lost data. The two steps aren't always done together.

If the operating system crashes (and displays the “blue screen”), it

could leave the areas of the disk that keep track of what's stored where in an inconsistent and unusable state.

Q04111.1: Why would I need a second backup copy, kept off-site?

A0: Of course, any external event like fire or water damage that ruins your computer could also destroy your data. Having the backup copy near the computer means it's handy, but it's vulnerable to any event that could ruin your computer. Having a second backup copy of everything saved off-site protects your data (and investment in software) if your home or office is destroyed or your computer is stolen.

Q04111.2: What's the best way to do backups?

A0: The best way is any way that's easy enough so you actually do it regularly! In the past at CPCUG TechTalks, we've had several speakers talk about ways to do backups. One way is to make “incremental” backups of any files that have changed every day or every other day, on CD-RW disks, and then make a full backup on CD-R disks every week. Another way that can get you going really quickly is to use Drive Image software along with two hard drives in your computer, where each disk contains the full image of all your data and software. Some people recommend using a docking station for an external hard drive, and making a duplicate of your hard drive on an external disk drive that you can keep in a safe place.

Q04111.3: Do I need to back up only my data?

A0: In general, your data is what you want to protect — information you've created specifically. You can always reinstall or buy another copy of the software you

were using, but your data is

unique to you. However, it can be a real ordeal to reload bunches of software after a disk crash, and you might not get all the settings you've gotten used to working with (did you write down all the selections made during the original software installation?), so it's not a bad idea to make a backup of the software you're using, in the configuration you're using it. Some software also keeps log files and other changing data in the same folder where the executable code is kept, so you might want to back up all of those folders, just to be sure.

Something else to consider — as you make updates and fixes to any software you use, if you need to restore them after a disk crash, you'd need to repeat all the steps of upgrading and installing fixes to get back to where you were before the crash. That's where a full backup of the software you're using comes in handy.

Q04111.4: Should I separate my data from my application software?

A0: Yes — one way that's recommended is to have your hard drive partitioned so that one partition holds programs, while the other partition(s) hold your data. Then you only need to back up your data partition(s) on a regular basis. The program partition would rarely change (unless you do continual upgrades to software), so you could back it up only once a month, or every three months. However, some software applications insist on keeping some data in their program folder. You might be able to create a script that lists those changing files so they can be added to the

continued on page 26

The Importance of Defragmenting

by Robert Simanski

My recent experience recovering and repairing files from a severely damaged hard drive has reinforced my belief in the importance of defragmenting the files on hard drives. In fact, whereas before I recommended doing this every three months, I now recommend doing it at least once a month. Here's why:

Each hard drive is divided into many thousands of areas, called sectors.

Sectors, in turn, are grouped into clusters. The number of sectors in a cluster depends on the size of the drive. The larger the drive, the more sectors per cluster. Each file takes up a minimum of one cluster, and large files take up many clusters.

The outermost track of a drive is called Track 0. This track is devoted to critical operating system files, including the directory lists and the File Allocation Table, or FAT. The FAT is a type of database used by the operating system to keep track of where data is stored on the drive. It contains one entry, or record, for every cluster on the drive. Because the FAT must be contained entirely within Track 0, its size is limited. Thus the number of clusters on the drive must be limited as well.

The directories, or folders, that are used to organize the files on the drive are actually a special type of file. Each entry in a directory list points to the FAT entry for the first cluster used by the file. If the file takes up more than one cluster, the first entry in the FAT points to the second cluster occupied by the file, and so on until the entire file has been accounted for.

When you first install an operating system and your application software to a new or reformatted drive, the files are copied to contiguous clusters.

Because each file is contained in one contiguous location, it loads very quickly and the system is very responsive. Similarly, the first files that you create after installing the operating system and your application software are placed in contiguous clusters. In fact, the entire area on the drive that contains files is said to be contiguous.

As you add, delete, and modify files, however, gaps in this file area begin to appear. Eventually, the operating system fills in these gaps with either small files or bits and pieces of larger files. As this happens, some of the files on the drive, particularly the larger ones, become fragmented.

For example, instead of occupying clusters 1 through 4, a file might occupy clusters 1, 4, 8, and 9.

As long as the File Allocation Table and the directory lists remain intact, everything is okay. The file, being fragmented, will take longer to load than an unfragmented file of the same size, but we can usually live with that.

Where you run into a serious problem, however, is when the files on Track 0, including the directory lists and the File Allocation Table, become damaged. When that happens, the names of all of the files on the drive, as well as their locations, are lost. This type of damage is rare, but it does occur. There can be many causes, including physical damage to the drive or a certain type of very malicious virus.

Because the files themselves still exist even if the FAT and the directory lists become corrupted, it is often possible to recover at least some of them. This is because certain file formats have a signature, often at the beginning of each file. Disaster recovery software looks for those signatures. If it recognizes the file signature, it will attempt to recover the file. As far as I can tell, the software assumes that all of the data between a given signature and the next one that it finds belongs to the same file.

If all of the clusters that the file occupies are contiguous, the chances are good that the entire file can be recovered. But what happens when the file is divided among non-contiguous clusters, such as 1, 4, 8, and 9? In that case, it is possible that only the data in cluster #1 will be recovered, because cluster #2 is occupied by a different file.

Let's further assume the second file, which begins at cluster 2, also occupies clusters 3, 5, 6, and 7. It is possible that the data in clusters 4, 8, and 9, which belong to the first file, might be added to the second file instead. A good file repair utility, when used to fix the second file, should be able to filter out the data from the first file, particularly if the file formats are different, but as you can imagine, there are many potential problems here. So as you can see, the less the fragmentation that you have, the better the chance of recovering your files if disaster should strike. The same is true for recovering a file that you have deleted and that is no longer in your recycle bin. Also, the more often you defragment your drive, the less time it will take each time

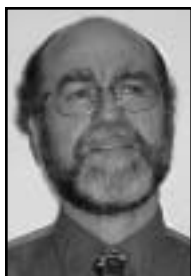
continued on page 20

The Whole World in My Hand

Making a List and Checking It Twice

by Tom Gutnick

Copyright ©2004 by Tom Gutnick. All rights reserved.



Although I'm not Santa Claus, I still need to keep track of things to be done — and I don't have any elves to help me. I used to do my tracking on scraps of paper I kept in my shirt pocket, but once again, my trusty Palm handheld computer has proved itself to be the ideal tool.

Whether you've got the \$800 Sony NZ90 or the \$79 PalmOne Zire or a model in between, you've got a To Do List application built in (called "Tasks" on PalmOne's Tungsten T13 and Tungsten E models).

Figure 1 shows part of my To Do List. As with most Palm applications, it's pretty intuitive. For each item, preceding the description is a priority, one through five. (In my life, almost everything is priority one, alas!) The description can extend across several lines, exceeding 200 characters, but I like to keep them short so I can see more at a glance. You'll notice a couple of my items have a little icon to the right of the description. The icon represents a sheet of paper, reminding me I've attached a note to the item; since the note can be over 4,000 characters long, I can be as verbose as necessary. If I need to get my stereo repaired, a note is a handy place to stick the phone number and business hours for the repair shop. When I'm shopping for a gift, a note can hold ideas about what I want to buy.

The rightmost column shows the due date. Not everything on my list has a due date, but the undated ones show up at the

bottom. (This is actually a configurable option; I could instead have everything sorted first by priority and then by due date.) As you might guess, the exclamation mark next to a due date means that the item is overdue. (And I'm embarrassed: the first item on my list was really due on January 28 of last year!) The Palm doesn't beep or give an electric shock when something is overdue, but for me, seeing all those exclamation marks is punishment enough.



Figure 1

As with Palm's Address application, the To Do List allows me to categorize the entries: I can define up to fifteen categories, making it easy to keep my work-related activities separate from my personal life.

Creating a new To Do entry is quite simple. You could tap the New button at the bottom of the screen. But if you just start writing with your stylus, the Palm is smart enough to figure out that you must intend to create a new entry. Once you're described it, you can set the priority. If you want to set a due date, tap on the dash in the last column. You'll be given a choice of Today, Tomorrow, One week later, No Date, or Choose date. If you pick any of the first

three choices, the Palm will plug in the appropriate date for you. On the other hand, if you tap on Choose date, you'll be presented with a month-at-a-glance calendar, from which you can select any date in the future (or even in the past).

Although it seems like I'm always adding things to my list, occasionally I do complete something and want to check it off. In the old days, I used my pen to scratch that item off the list. Now, I tap my stylus in the checkbox on the left side. The Palm briefly displays a checkmark in the box and draws a line through the description; then it all disappears from view. That really gives me a good sense of accomplishment. But although the item isn't visible, it hasn't been deleted, and it can be displayed if desired. Periodically, I'll purge all the completed items. My wife, on the other hand, has never done a purge in her five years as a Palm user — she feels that she absolutely has to keep the historical information. That's another thing I like about the Palms: the flexibility to meet individual needs.

Like most of us these days, I find the details of my life are too complicated to trust to memory or scraps of paper. And I don't have a personal assistant. But by using appropriate technology, I'm able to keep my life in order.

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 both individual and organizational consultation for their effective implementation and use. He can be reached at tag@sunny-banana.com or 703-786-5541.

Why Volunteer as a Science Fair Judge?

by Walt Houser

Each year, CPCUG sends volunteer judges to the science fairs listed in the lower right of this page and, at the award ceremonies, presents plaques, \$50 savings bonds, and one-year memberships in CPCUG. Even more important to the participants is the recognition bestowed upon them.

Science fair volunteer judge Iris Portny says, "The competitors are simply delighted to have people they haven't met before taking the time to learn about their projects." Parents have frequently expressed gratitude that their child is getting recognition for their efforts: "It's really a wonderful thing you all are doing." The Science Fair Awards program is truly a worthwhile outreach program for CPCUG.

You don't have to be a science whiz to be a judge. An interest in listening and learning from young people is the essential qualification. And, you're not the only judge. CPCUG is one of about fifty groups participating — including the Army, the Air Force, the Audubon Society, and the CIA — each giving their own awards. CPCUG judges serve as category judges, in the computer science and/or engineering categories.

Some of last year's award-winning topics included "Robots to the Rescue," "Flocking Helps Artificial Life," and "A Comparison of Data Structures: How Quickly Different Data Structures Perform Certain Tasks on Data."

For a full listing of previous year CPCUG award winners, and information about this year's science fair competitions throughout DC, Maryland and Virginia, see www.cpcug.org/user/scifair/. See where you can help at www.cpcug.org/user/scifair/2004/

[counties.html](http://www.cpcug.org/user/scifair/LettertoJudges.html). The "no assembly required" instructions are at www.cpcug.org/user/scifair/LettertoJudges.html.

To volunteer to be a Science Fair judge, please contact Science Fair Coordinator Walt Houser, at houser@cpcug.org.

Walt says, "Although I have the habit of sleeping in on Saturdays, talking to these young people gives me a lift. It's a challenge to focus on their polished technical presentations, so I make sure to get a good night's sleep the night before. I've learned a lot about computer science from listening to these students."

Science Fair volunteer judge Iris Portney says, "A Saturday spent as a science fair judge is a priceless opportunity to wrap yourself in the fresh enthusiasm of young minds, eager to show off their ideas and their projects. The competitors are simply delighted to have people they haven't met before taking the time to learn about their projects."

"Some of the computer category entries are so complex that you know their creators will soon be snapped up by the creative tech

minds of their day — whether it will be to create the magic of a Pixar-like company or perhaps for a medical company investigating new ideas about nanotechnology applications, brain chemistry, or other illnesses or disabilities awaiting the right diagnostic mind able to detect the pattern that can lead to a cure where other researchers have missed it.

To volunteer to be a Science Fair judge, please contact CPCUG Science Fair Coordinator Walt Houser, at houser@cpcug.org.

"Other students might simply have devised ways to track and compare their everyday experiences. For example, do their IMs or e-mails travel to their friends' computers at the same speed when their friends' computers and homes use the same Internet connection modes, but one friend lives a few blocks or miles further away from their own home? The young woman last year who'd kept careful records to track her experiment was so delighted to be able to share her findings.

continued on page 20

2004 Science Fair Dates

**Anne Arundel
Washington, DC
Fairfax**

March 13
March 20, 8:30 am
March 13 (snow date: March 20);
Award Ceremony: March 14, 3-4:30 pm (snow date:
March 21, 8 am)

**Howard
Loudoun
Montgomery**

February 28, 8:30 am
March 11
March 27, 8 am – 4 pm (A complimentary lunch
will be provided)

Prince George's County

March 27, 8:15 am. Awards will be presented in an
assembly at 1:00 pm, Sunday, March 28

Prince William-Manassas

Middle/Senior Division (Grades 7-12): March 13
Junior Division (Grades 5-6): May 1

Information will be added to www.cpcug.org/user/scifair/ as it becomes available.

Why Not Give Linux a Try?

By Cliff Bailey

Most of my work with computers these days involves taking care of PCs that run Windows. One of my tasks is to make sure they have the latest firewall, anti-virus, adware, and spyware software.

In 1997 I converted my home office computers from Windows to Linux. Since then Linux has crashed twice and I caused both of those. Linux came with a software firewall. I don't have anti-virus, adware, or spyware software. I don't need them.

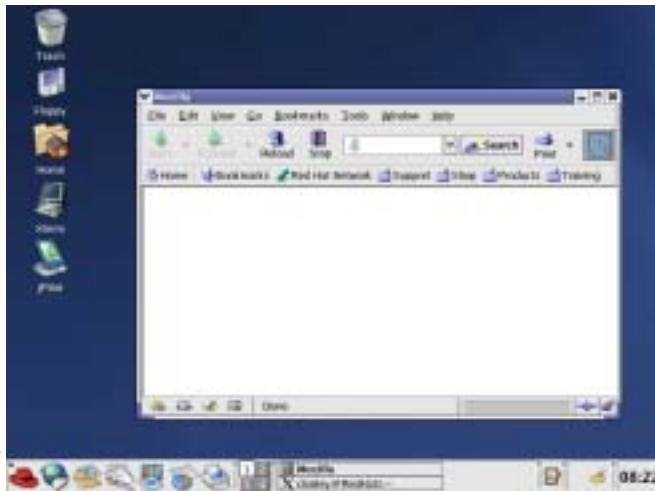
Linux cost me \$75 then. It came with an office suite, a browser, Web page designer, e-mail programs, a data base manager, calendar, system utilities and yes, even games. Each Linux distribution comes with lots of other software. For a complete list, check out the Slackware, Suse, Mandrake, Redhat, or other Linux Web sites.

At a local computer store today I saw SUSE Linux for \$79. For the more adventurous reader, Linux can be downloaded from the Internet for free. At the same store I saw Windows XP for \$199 and Office XP for \$399. Most Linux distributions come with Open Office, which will do just about everything Microsoft Office will do. BTW, Open Office also runs on Windows. If you are a Windows user, download it and check it out.

So far we have just about \$600 versus \$79 — which to chose? A customer recently made this decision. It was pretty interesting. I offered an operating system that doesn't crash or need virus,

adware, or spyware protection. She chose to spend \$600 — amazing. She is familiar with Windows. Linux is new to her.

I have a business customer who does a lot of buying and selling on Ebay. The computer that receives e-mail from Ebay bidders was constantly attacked by viruses. It was down at least twice a week. Two months ago I converted it from Windows to Linux. It hasn't been down since.



The Linux desktop with the Mozilla Web browser

“But,” you say, “I have programs that run only on Windows.” I do too. There is software that enables you to run Windows programs on Linux. Three of these programs are: Wine, Crossover Office and Vmware. Wine comes with Linux. Crossover Office and Vmware both have 30 day trials. I use Vmware because it allows me to run different versions of Windows (and Linux) on the Linux desktop. It is a great way to run Windows programs on Linux, test software and Web pages, and diagnose problems.

Of course, no system is perfect, and that includes Linux. The main drawback to Linux that I have encountered is that not all video

card and printer manufacturers make drivers for Linux. If you want the latest and greatest video card or printer, there may not be a Linux driver for it, but hey, there is probably an open source driver for that year-old printer and it's on sale!

So, are you a Linux convert? I hope so.

Cliff Bailey is a relative newcomer to CPCUG. This is his first time in the Monitor. He is the president of the Glitch DC SIG where he is a Linux advocate. During the day he is a personal/executive coach working with people to have the lives that they dream of. He also works with small businesses to keep their computers running smoothly and encourage them to switch to Linux (with some success). He can be reached at cbailey@myexcel.com or 703-237-4174.

“From volunteering (serving on the board, teaching a class, working at Reboot, staffing a trade show booth, serving on the Helpline), I've gained:

- Personal and professional growth
- Career insights and professional opportunities
- Feeling of satisfaction at making a difference, helping people apply computers and technology to their lives
- Gratification at supporting a valuable public-service community resource.
- Enjoyment matching volunteers with jobs needing doing
- Visibility in the local tech and publishing communities, introductions to vendors and national publications
- Opportunities to participate in national organizations, sharing CPCUG best practices and learning other groups' successes.”

~ Gabe Goldberg
CPCUG Outreach Director

Forms in ColdFusion

by Michael Smith, TeraTech



In this article we look at how you write forms to get user input in ColdFusion, save the information to a database, and automatically send an e-mail.

If you are not already familiar with Macromedia ColdFusion, it is a tag-based markup language (building on HTML, or Hypertext Markup Language) used to write dynamic Web pages. ColdFusion is currently on version 6, with versions for Windows and Unix.

CFFORM

In regular HTML we use the FORM and INPUT tags to create forms. You can use the same tags in ColdFusion, or you can use the similar CFFORM and CFINPUT tags. These do the same thing as the corresponding HTML tags with the addition of input validation and custom error messages. Let's see them in action in a contact form.

Creating A Contact Form

Contact forms are a great way to compel site users to contact you with relevant informational needs. You can customize your forms to include radio buttons, checkboxes, text fields, and more. Once the user clicks "Submit," the information can be e-mailed to you and to the user and/or can be written to a database. Using ColdFusion, adding forms to your Web site is quick. ColdFusion makes it easier than ever for your Web site users to communicate with you electronically. Take advantage of it! The following is an example of a basic form which collects and e-mails the user's Company Name and e-mail address.

Reference:

1. The form action determines where to send the data (i.e., the

```
Reference          Syntax - contactme.cfm
<html > <head> <title>Contact Me</title>
</head>
1  <CFFORM action="contactme2.cfm"
    method="post">
2  Your Name: <BR><CFINPUT
    Name="companyname" MAXLENGTH="30"
    TYPE="Text"
3  REQUIRED="YES"
    MESSAGE="Please input your company
    name"><BR>
    Your Company e-mail address: <BR>
    <CFINPUT Name="companyemail"
    MAXLENGTH="30" TYPE="Text"
    REQUIRED="YES" MESSAGE="Please input
    your company email address"><BR>
    <INPUT type="submit" value="Submit">
    <INPUT type="reset" value="Reset">
</CFFORM></body></html >
```

action page). The action page in which the data is submitted can include queries to manipulate the data (see steps # 4-8), by writing it to a database, sending dynamic e-mails, displaying an HTML

"results" page, etc.

2. Here, a text field is created called "companyname" and limits input to 30 characters in length. This is the box in which your site user types information.

3. Next we want to make the field required. In this case, we call a JavaScript box containing a custom message that prompts the user if they try to submit an empty field.

Save and e-mail the data

Next we want to save the data collected in the form into a

database and e-mail it too. We add it to the database table using the CFQUERY tag together with standard SQL for inserting a record. Then we use the CFMAIL tag to e-mail the data to us too.

4. This statement connects to your local database and inserts the form data into your pre-determined table.

5. It is not good practice in ColdFusion/SQL development to use an apostrophe in your forms. Often times, you may get SQL errors when trying to do so. This neat line of code

```
Syntax - contactme2.cfm
4  <CFQUERY datasource="#your_datasource#"
    name="Insert_Info">
    INSERT INTO table (CompanyName,
    CompanyEmail)
    values (#companyname#,
5  '#replace(companyemail, "'", "'"'', "ALL")#
    ')</cfquery>
6  <CFMAIL TO="joe@myURL.com"
    FROM="joe@myURL.com"
    cc="#form.companyemail#"
    SUBJECT="Contact Form"
    SERVER="mail.yourEmailServer.net"
    TYPE="HTML">
7  Here is the information
    submitted: <BR>#companyname# <BR>
    #companyemail#<BR></CFMAIL>
8  <html ><head><title>Thanks for
    Contacting Me! </title></head>
    Here is the information submitted:
    <BR>#companyname# <BR>
    #companyemail#<BR>
    </body></HTML>
```

changes the apostrophe character from ' to ", before writing to the tablespace, therefore avoiding any SQL errors.

6. ColdFusion makes it easy to send e-mails on the fly. This line uses your mailserver to send the data in an e-mail to you and the site user.

continued on page 17

Microletter #142

by Paul Shapiro

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



Tax Time...Ugh!

By now you don't need me to remind you! Its not that I will write about taxes here, but as so often happens with my computer, I drift far afield from what I start out with.

Problems with my Quattro Pro 8 (QP8) spreadsheet started me off. Not that it is a bad spreadsheet, because I keep it around when Quattro Pro 10 (QP10) fails me during the short term. I like it.

That got me into thinking about spreadsheets, which I have been using since Visicalc started it all off. Since then I have used Multiplan, Lotus 1-2-3, As Easy As, and of late, Excel. My favorite is still Quattro Pro. Now it and Excel are the only two I use.

Somewhere along the line I decided to check my income tax hand calculations with a spreadsheet. It started out simple by lumping many categories together, each year breaking it down into greater detail when I was forced to modify it as the tax rules changed. It is still a customizable thing.

I gradually gained more confidence in the spreadsheet template than in my own calculations. There was another advantage, I also could read it easier than what I had written down.

What I have liked about this is when I make new estimates or changes, I can see in a fixed Window the "final" results. I do this several times during the year.

But progress cannot be denied, and the spreadsheet as a check on my tax calculations may be going the way of the typewriter. Maybe. Because the modern alternative is not foolproof. If you have used

commercial programs like TurboTax or TaxCut, you know what I mean. You can make mistakes (of omission or commission) with those products that are hard to catch and can cost you.

What got me hooked on the commercial products was that (a) the printed results are IRS acceptable in place of the handwritten or typed form, and (b) the final results look organized and neat.

Of course it won't be long before we all will have to file electronically, as the idea catches on even more than it already has.

Thank You, Grandpa

It really made my day (year, decade, half-century?) on Veterans Day when I got a phone call from my ten-year old grandson Micah on the West Coast. The call was brief, but packed with emotion for me: "Thank you Grandpa for being a Veteran. You saved America. I am glad that you are alive."

To make sure this story is computer-related, I scanned my honorable discharge certificate to have the scan for future use should I desire. I have given the framed original to my grandson.

With a little touching up, the scan looks better than the original, whose entries must have been typed with a worn out ribbon.

I had long since forgotten about that discharge certificate, which I found buried in a box. Even the certificate didn't thank me in so many words for my service: it was "awarded as a testament of Honest and Faithful Service to this country."

Back in those days, and since, I had never been thanked for my service by anyone else. Nor did I care. The overriding concern was

just getting back home. To be thanked in this particular way by my grandson at this time of my life was nothing short of overwhelming.

Blogging, Anyone?

What's that, you don't blog? Take a look at <http://cpcug.blogspot.com> to see how some of us got started with this.

What is a blog? The term is derived from weblog and is essentially a text log: you can use one to write whatever you want (in hypertext markup language [HTML] or just plain text). Web sites such as www.blogspot.com will create a free but very public Web site and page for and updatable by you, with little or no knowledge of HTML.

You can write essays, a continuing diary, your life history, what you do or don't like about something or somebody (if you keep it clean), or whatever you want to get off your chest by writing it down for everyone who cares to see.

Then people will, if interested, respond with their own hopefully relevant comments. These become part of your blog page. And this can go on ad infinitum.

There is much out there for you to get started. An existing Web site is the best way. Or you can do a Google search just on blog or blogging, which will quickly point you to those Web sites.

There are so many sites to look at. To get a quick idea for just the DC area, take a look at this Metro subway map: www.reenhead.com/map/metroblogmap.html#.

When you hover your mouse over a particular Metro station on the map, Web addresses of nearby bloggers will pop up!

Some of us believe this could

replace Internet messaging; others think it might interfere with LISTSERV mailing lists, and e-mail. But then again if it does, it's because it's better or preferred, and that's what progress is all about. The Internet world is so huge, it can (or seems to) accommodate everyone anyway!

So as I have already said, Blogging, Anyone?

Paul Shapiro can most quickly be reached at Internet e-mail address pauls@cpcug.org or paul_shapiro@alumni.gwu.edu. Send questions or comments by e-mail. You may even catch him on the move at 240-643-8729.

"What benefits do I get from belonging to CPCUG?"

- Avoiding the feeling that I'm alone with my PC and its quirks and problems.
- Having colleagues I can count on for advice regarding strategy and specific decisions.
- Ideas for things I can do with my PC."

~ Gabe Goldberg
CPCUG Outreach Director

Member Benefit

Discounts for CPCUG members from CPA Jina Etienne:

(1) Each CPCUG member who is a first-time client gets a \$25 discount.

(2) Each CPCUG member gets a \$25 referral discount for each new client referred to Etienne & Associates.

Contact: Jina Etienne
301-588-6500

Forms in ColdFusion

continued from page 15

7. Here is the HTML message to you and the site user. Feel free to cut and paste ANY HTML code you wish! Be sure to explicitly state the form variables, surrounding them with pound signs (#).

8. Upon clicking "Submit" from the first form, the user is taken to this HTML page. Again, ColdFusion is HTML friendly, so cut and paste your code (and form variables) into this section.

Insert SQL

If you are not familiar with SQL, it is a standard language for manipulating data in a relational database such as Access, Oracle, or SQL Server. The INSERT command that we used above has the following general format as shown in the box below:

```
INSERT INTO target_table [(field1[, field2[, ...]])]
VALUES (value1[, value2[, ...]])
Where:
Part           Description
Target_table   The name of the table to append records to.
field1, field2 Names of the fields to append data to
value1, value2 The values to insert into the specific fields of the new record.
Each value is inserted into the field that corresponds to the value's position in the list: value1 is inserted into field1 of the new record, value2 into field2, and so on.
You must separate values with a comma, and enclose text fields in quotation marks ('value'). If there are any single quote marks in the text data they must be escaped as two single quotes (' ').
```

To Learn More

If you are interesting in learning more about ColdFusion, CPCUG and TeraTech are holding a ColdFusion User Conference — CFUN in Rockville MD. You can sign up for the conference at www.cfconf.org/ or call 301-424-3903.

You can download a free 30-day evaluation version of ColdFusion from Macromedia at www.macromedia.com/.

ColdFusion Resources

- Macromedia maintains an extensive knowledge basis and tech support forums on their Web site.
- CPCUG and TeraTech ColdFusion Conference — CFUN: www.cfconf.org/.
- TeraTech maintains a ColdFusion code cuttings called ColdCuts at www.teratech.com/ColdCuts/.
- The Maryland ColdFusion User Group meets the second Tuesday of each month in Rockville, MD. See www.cfug-md.org/ for details and directions.
- The DC ColdFusion User Group meets the first Wednesday each month. See the DCCFUG page on www.figleaf.com/ for details and directions.

Michael Smith is president of TeraTech, a fifteen year-old Rockville, Maryland based consulting company that specializes in ColdFusion, Database and Visual Basic development. You can reach Michael at michael@teratech.com or 301-424-3903.

"CPCUG provides a supportive environment that enables members to grow an idea — such as for a new special interest group — to fruition and beyond, developing new skills as needed in a no-pressure environment."

~ Barbara Conn, Chair,
CPCUG Entrepreneurs and Consultants SIG

March 2004

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

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--|---|-----------|---|----------|----|----|----|----|----|----|----------|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|---|---|---|---|---|----|----|----|----|----|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|----|----|----|----|----|----|--|
| | 1 7:30 PM Board of Directors (UHU Annandale) | 2 6:00 PM (HH) Intro to MS Excel \$ | 3 7:00 PM Delphi SIG (IADB) | 4 6:00 PM (HH) MS Word - Form Letters, Mail Merge, and Labels \$ 6:00 PM (UHU) Intro to MS Excel \$ | 5 | 6 10:00 AM Seniors SIG (Bedford) 1:00 PM E & C SIG "Complete Elevator Speech Workshop" \$ Advance registration required (IADB) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PalmOS SIG (APA), e-mail Frank Sokolove re date. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pocket PC SIG -- e-mail Ray Wiley for date, time, and location. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 3:00 PM ACT! SIG (HSCL) | 8 6:30 PM General Meeting TechTalk (KL) (note early start time) | 9 6:00 PM (HH) Intermediate MS Excel \$ | 10 12:30 PM Statistics SIG (1800 M) | 11 6:00 PM (HH) Digital Imaging w/MS Photo Editor \$ 6:00 PM (UHU) Intermediate MS Excel \$ | 12 | 13 1:00 PM Special Workshop for FOSE Booth Volunteers (IADB). Advance registration required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 11:00 AM GLITCH DC SIG (DIK) | 15 7:00 PM Virginia SIG (WGas) | 16 6:00 PM (HH) Intro to MS PowerPoint \$ 6:00 PM (UHU) MS Word - Form Letters, Mail Merge, Labels \$ 6:30 PM PalmOS SIG (Teaism) 7:30 PM Digital Video SIG (BCCSC) | 17 7:00 PM Access SIG (VAMC) 7:30 PM Investment SIG (BCCSC) <i>St. Patrick's Day</i> | 18 6:00 PM (HH) Desktop Publishing w/MS Publisher \$ 6:00 PM (UHU) Desktop Publishing w/MS Publisher \$ | 19 | 20 1:00 PM E & C SIG (CPL) (Location may change) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 10:00 AM -4:00 PM CPCUG Booth at FOSE 6:00 PM (HH) Intermediate MS PowerPoint \$ 6:00 PM (UHU) Windows Computer Maintenance & Troubleshooting \$ | 24 10:00 AM -4:00 PM CPCUG Booth at FOSE 7:00 PM MS Office SIG (ASHA) | 25 10:00 AM -4:00 PM CPCUG Booth at FOSE 6:00 PM (HH) Great Technical Presentations (Part 3) \$ 6:00 PM (UHU) Intro to Object Oriented Programming w/Java \$ 7:00 PM Clipper SIG (E-mail Naseem Saab for location) | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 6:00 PM (HH) Integrating MS Office Applications \$ 6:00 PM (UHU) Intro to E-mail \$ | 31 | <table border="1"> <tr> <th colspan="7">Feb 2004</th> <th colspan="7">Apr 2004</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>29</td><td></td><td></td><td></td><td></td><td></td><td></td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> </tr> </table> | | | Feb 2004 | | | | | | | Apr 2004 | | | | | | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | 1 | 2 | 3 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 29 | | | | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| Feb 2004 | | | | | | | Apr 2004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | | | | | | | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

April 2004

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

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|---|---|--|--|---|---|---|---|---|---|---|---|---|---|--|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|---|---|---|---|---|---|---|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|---|--|
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Mar 2004</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">May 2004</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> </div> | | | | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | S | M | T | W | T | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | <p style="font-size: 2em; color: red; margin: 0;">1</p> <p style="color: red; margin: 0;">April Fool's Day</p> | <p style="font-size: 2em; color: red; margin: 0;">2</p> | <p style="font-size: 2em; color: red; margin: 0;">3</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">10:00 AM Seniors SIG (Bedford)</div> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">PalmOS SIG (APA), e-mail Frank Sokolove re date.</div> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">Pocket PC SIG, e-mail Ray Wiley for date, time, and location.</div> |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="font-size: 2em; color: red; margin: 0;">4</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">3:00 PM ACT! SIG (HSCL)</div> <p style="color: red; font-size: small; margin: 5px 0;">Daylight Savings Time Begins</p> | <p style="font-size: 2em; color: red; margin: 0;">5</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:30 PM Board of Directors (UHU Annandale)</div> | <p style="font-size: 2em; color: red; margin: 0;">6</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Planning & Publishing an Effective Web Site \$</div> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (UHU) Advanced MS Excel \$</div> | <p style="font-size: 2em; color: red; margin: 0;">7</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:00 PM Delphi SIG (IADB)</div> | <p style="font-size: 2em; color: red; margin: 0;">8</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Introduction to Creating Web Pages with HTML \$</div> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (UHU) Introduction to Quicken \$</div> | <p style="font-size: 2em; color: red; margin: 0;">9</p> | <p style="font-size: 2em; color: red; margin: 0;">10</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">9:00 AM (UHU) Road Warrior \$</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="font-size: 2em; color: red; margin: 0;">11</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">11:00 AM GLITCH DC SIG (DIK)</div> | <p style="font-size: 2em; color: red; margin: 0;">12</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:00 PM General Meeting TechTalk (BCCSC)</div> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">9:00 PM Beginners (and Beyond) SIG (BCCSC)</div> | <p style="font-size: 2em; color: red; margin: 0;">13</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Introduction to Creating Web Pages with ASP</div> | <p style="font-size: 2em; color: red; margin: 0;">14</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">12:30 PM Statistics SIG (1800 M)</div> | <p style="font-size: 2em; color: red; margin: 0;">15</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Intermediate Creating Web Pages with HTML \$</div> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (UHU) Planning & Publishing an Effective Web Site \$</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: 2px; font-size: small; margin: 5px 0;">1:00 PM E & C SIG (CPL)</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: 2px; font-size: small; margin: 5px 0;">7:00 PM Virginia SIG (WGas)</div> | <p style="font-size: 2em; color: red; margin: 0;">20</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Intermediate Creating Web Pages with ASP - Data Enabled \$</div> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (UHU) Intro to Creating Web Pages w/HTML \$</div> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:30 PM Digital Video SIG (BCCSC)</div> | <p style="font-size: 2em; color: red; margin: 0;">21</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:00 PM Access SIG (VAMC)</div> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:30 PM Investment SIG (BCCSC)</div> | <p style="font-size: 2em; color: red; margin: 0;">22</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Introduction to Creating Web Pages with MS FrontPage \$</div> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (UHU) Introduction to Visual Basic \$</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: 2px; background-color: #00FFFF; margin: 5px 0;">9:00 AM (UHU) Under the Hood \$</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: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Advanced Scripting for Web Pages using VBScript \$</div> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (UHU) Intermediate Creating Web Pages w/HTML \$</div> | <p style="font-size: 2em; color: red; margin: 0;">28</p> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:00 PM MS Office SIG (ASHA)</div> | <p style="font-size: 2em; color: red; margin: 0;">29</p> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (HH) Intermediate Creating Web Pages with MS FrontPage \$</div> <div style="border: 1px solid black; padding: 2px; background-color: #00FFFF; margin: 5px 0;">6:00 PM (UHU) Intro to MS Word \$</div> <div style="border: 1px solid black; padding: 2px; font-size: small; margin: 5px 0;">7:00 PM Clipper SIG (E-mail Naseem Saab for location)</div> | <p style="font-size: 2em; color: red; margin: 0;">30</p> | <p style="text-align: center; margin: 0;">For a list of meeting site location codes and addresses, please see the inside back cover of the <i>Monitor</i>.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

Solving Communication Problems

continued from page 1

- responsible for what
- No designated spokesperson — user or programmer side — causing miscommunication
- Game of “telephone” — miscommunication passed along
- Personnel changes — project history and original requirements lost
- Invalid testing
- Foreign language issues

Speaker Michael Smith discussed several free, open source tools and approaches for solving these problems:

- Wireframing: “blueprint” for (or roadmap of) your application
- HTML Prototypes: “snapshots” of how your completed application will look
- DevNotes: tool to document changes in scope during prototyping
- Formal Signoff: the way to freeze scope before development begins

CPCUG Co-Sponsors ColdFusion User Conference (CFUN04) with TeraTech

June 26-27, 2004, Rockville, MD

Five tracks:

Bootcamp - Basic ColdFusion and Flash topics

Advanced - Advanced ColdFusion topics

Empowered - Fusebox and Project management topics

Accessibility - making sites that disabled people can use, section 508

Integration - Flash, Flex and other technologies integrated with CF topics

Registration and other information at:
www.cfconf.org

For more detail, go to www.cfug-md.org/articles/coldfusion_mx_and_fusebox.cfm.

For the PowerPoint presentation, click on the link at top of the

Entrepreneurs and Consultants SIG meeting announcement page: www.cpcug.org/user/entrepreneur/104meet.html.

The door prize awarded was *Fusebox 3: Developing ColdFusion Applications* by Jeff Peters and Nat Papovich.

Michael Smith, founder and president of TeraTech, Inc., has been programming for more than 20 years. He teaches classes in ColdFusion and Fusebox, runs the Maryland ColdFusion Users Group (MDCFUG), and has organized eight national ColdFusion events. TeraTech, Inc., is a 14-year-old Rockville consulting company specializing in ColdFusion, SQL, and Visual Basic development. Michael Smith may be reached via michael@teratech.com.

“I became a CPCUG member in 1989 when I moved to the DC area and have always found the meetings interesting. They are a great place to discuss computer problems with other users. Often I got better answers from other CPCUG members than from company support lines!”

~ Michael Smith, TeraTech, Inc.

The Importance of Defragmenting

continued from page 11

that you do it. A side benefit of defragmenting your files is that they will load faster and your system will be more responsive.

Finally, I must remind you that the best protection against disaster is an up-to-date full system backup. A good backup system, used properly, will not only save you from needing to resort to disaster recovery; it's also a lot less expensive.

Copyright 2004 Robert E. Simanski

Bob Simanski is the owner of Business Pro Services, Sterling, Virginia. His company offers computer support and publishing services. You can contact Bob at 703-404-8665 or rsimanski@yourpubpro.com or visit his Web site at www.businessproservices.com.

Science Fair Judges

continued from page 13

“Another student last year had devised a more complex experiment using his computer to calculate the fastest walking routes between different classrooms in his high school building at different times of day, taking account of shifting traffic patterns influenced by the location of cafeteria, gym, and other rooms used to greater or lesser degrees throughout the days.

“The bottom line about being a science fair judge is that — well, it's just fun. I showed up groggy, but was quickly buoyed by the energy rolling through the hallways. Don't miss your opportunity to share in this annual smorgasbord of intellectual creativity.”

Volunteer judge Iris Portny is an editor, writer and strategic communications advisor, and can be reached at iris.portny@cornell.edu

Below are excerpts from volunteer judge Basil White's report on his 1999 Science Fair judging experience. His full report can be read at www.cpcug.org/user/scifair/BasilWhite.html.

“An administrator gave instructions as to how to select an exhibit for our awards. Peter Kimmel, the other CPCUG judge, told me that CPCUG expected us to select awards according to the mission of our organization, meaning that we were to stick to the computer science or engineering entries. The county had their own “category judges” whose votes counted for category and overall awards.

“The entry awarded the CPCUG prize was a program written by two guys from Lee High School that simulated the effect of sharpshooters and/or hunting licenses on controlling the deer population of any given area of land. The team determined the profile and frequency of deer killed by hunters (six- and seven-year old males) and of sharpshooters

(yearling females) and determined the calculations of the effect of each hunter and sharpshooter over every month in a year, taking into account the fertility rate of surviving female deer. The interface was very simple and open-ended, allowing users to build predictions that the designers never intended.

I took a few moments to look at non-computer related projects and found some surprises. Kids are definitely getting smarter. I was also happy to discover that psychology and sociology are now accepted sciences at science fairs. One ninth-grader from Oakton High School researched the difference between memory retention for reading words on flash cards as opposed to hearing them aloud or reading the cards and hearing them aloud. He discovered that reading and listening caused worse retention than just hearing the words, and did follow-up research on the causes of the interference.

The entry that I will never forget was by two ladies from Oakton who learned that foreign countries use a plant hormone called kinetin to retard fruit spoiling, and that this hormone causes mutations. They exposed fruit flies (*Drosophila melanogaster* to biology types) to varying levels of kinetin. Every concentration that didn't kill the flies caused physical mutations. The ladies presented graphs of each type of mutation that occurred and "before-after" pictures of each mutation: body, eyes, antennae, etc. I am frightened that, thanks to NAFTA and GATT, other countries can force us to import this mutagenic fruit against our will? Isn't it MORE frightening that you're hearing about it for the first time from a high school science project? Learn about how kinetin is available in hand lotion at Yahoo! News."

Book Review: Google Hacks: 100 Industrial Strength Tips & Tools

Reviewed by Danny Yee - © 2003

<http://dannyreviews.com/>

Google Hacks is divided between tips on using Google for searching, an introduction to the Google API and some of the applications built to use it, and a range of other material, including advice for webmasters and a number of Google pranks and games. It is aimed at techies rather than a mass audience, and readers will need at least a little programming experience to appreciate most of it. For those curious about what's "under the hood," however, Google Hacks will be an entertaining and informative volume.

As well as explanations of the full range of search options, the 35 tips ("hacks") on searching include brief introductions to Google Groups, the Google Directory, Google News, and Froogle. Some of the tips are reasonably technical — one, for example, explains how to use Julian dates and the `daterange:` command to restrict searches and another how to create your own customised Google search form. I consider myself a pretty experienced Google user, but I learned a couple of new things from this material.

A general introduction to the Google API — and how to sign up for a developer's key — is followed by explanations of how to use it in Perl (using the `PoXML` and `NoXML` modules as well as `SOAP::Lite`), PHP, Java, Python, C#, and VB.NET. 26 tips then describe different applications built with the API, most of them coded in Perl, and there are another 9 "non-API" applications and 5 items in a grab-bag "third party services" category. These range from a way to use Google

as a spell-checker in Microsoft Word (no use to me, but looks like a neat hack) to an introduction to the TouchGraph visual browser to a script for finding (pseudo) random pages. And Google Hacks ends with a look at some pranks and games (such as Google-whacking) and some tips for webmasters. Some of the tips (especially in the final section) are contributed by specialists: Brett Tabke's "A Webmaster's Introduction to Google," for example, and Andrew Goodman's "Getting the Most out of AdWords."

Full source code is included for most of the applications, though I only glanced over most of this and think some of it would have been better provided online. In general, though, code samples and the occasional screen shot supplement clearly written explanations to make the tips easy to understand. Any geek should find a fair bit of interest in Google Hacks and many of the hacks come with suggestions for extensions, so the volume would make a decent source of small programming projects for students.

Reprinted with permission. Danny Yee has written more than 700 reviews, all of them available on his Web site at <http://dannyreviews.com>.

About the book:

Google Hacks: 100 Industrial Strength Tips & Tools

Calishain, Tara and Dornfest, Rael
O'Reilly & Associates
Sebastapol, California
2003, paperback, xxi, 329pp
ISBN 0-596-00447-8

O'Reilly Book Discounts
CPCUG members get a 20% discount when ordering direct from O'Reilly. Log in to Member Specials at www.cpcug.net to get the discount code.



Special Interest Groups (SIGs)

"I really enjoyed the Access SIG meeting. It was my first visit and I learned things that I can apply to my work. And it was an interesting group of people."

~ Norma Jean Dowd

Access (Microsoft)

- Monthly, third Wednesday, 7:00PM
- 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 3:00-5:00PM
- 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.

Beginners (and Beyond)

- Usually monthly, at "Late Nite" following General Meetings/TeckTalks, usually second Monday, 9:00PM
- 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, 7:00PM
- 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 Fautleroy, 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, 7:00PM (except no meeting in July)
- Inter-American Development Bank, 1350 New York Ave, 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-l](mailto:delphisig-l@cpcug.org) hosted at cpcug.org
- E-mail discussion list: [delphisigd-l](mailto:delphisigd-l@cpcug.org) 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

- Monthly free meetings, third Tuesday of each month, 7:30PM
- 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

7:30PM 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

Tuesday, March 16, 2004, 7:30PM

Giving Video a Film Look

Speaker: Dr. Thomas Hoopengardner

Our March 16 speaker is a prize-winning videographer who will talk about "Giving Video a Film Look" and other tips using both digital editing and camera setup.

In the past year Tom received two Monties from Montgomery Community television for his work and also received an honorable mention at the prestigious Rosebud Video Festival. At the January DVUG our speaker showed Tom's satirical video "My Life" as one of the best student projects submitted. This talk will help both home and professional videographers improve their techniques.

The Digital Video User Group meeting starts at 7:30 PM in the Bethesda Chevy Chase Services Center. A map is provided on our Web site www.dvug.org.

Check the Web site, www.dvdug.org, for information on the next meeting.

To be added to the e-mail 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-l 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

Saturday, March 20, 2004, 1:00-3:15PM

Strategic Planning:

A Simple Planning Process To Achieve Your Goals

Speaker: Jim Whelan, The Vision Architect, ProActive Corporation

Do you get sweaty palms when you think about strategic planning? Does your head swim with thoughts of hours of agony and struggle? Do you feel that once committed to paper your plan is chiseled in stone? Jim Whelan has a system that takes the mystery and agony out of planning for the future.

Speaker: Jim Whelan heads ProActive Corporation. He has worked on strategic and project planning with small- to medium-sized companies as well as with associations and law firms. He believes that every organization (and individual) can achieve its goals through planning and focusing on the outcome.

Jim Whelan may be reached via jim@proactivecorp.net.

Saturday, April 17, 2004, 1:00-3:15PM

Giving Web Site Readers Targeted Content

Speaker: Merry Bruns, ScienceSites

Communications

Purpose: Learn to organize Web site content around the objectives of your viewers.

Audience: Web site editors, content developers, and others involved in the crucial issues related to Web site creation and maintenance.

Successful Web site developers know their target audience and its needs. Do you? And, do you know how to determine who is looking at your site and give them the content they want?

During this presentation you'll get ideas and suggestions for creating site content that targets the interests of your readers — whoever they are!

Speaker: Merry Bruns, principal of ScienceSites Communications, is an online content strategist, editor, and Web writing trainer. She teaches writing and editing for the Web at Georgetown University and the National Press Club. Merry also provides customized in-house training to organizations throughout the world, teaching students how to use the Web to communicate clearly and effectively by focusing on audience and usability.

Producing and editing Web sites since 1995, Merry Bruns brings a background in traditional communications and journalism to her new media work. She's consulted on content strategy with clients such as the Harvard Medical School, Porter-Novelli Communications, the American Chemical Society, and the U.S. Environmental Protection Agency. Merry's content strategy and Web writing training clients have included Accenture, National Academy of Sciences, the BBC, NASA/Goddard Space Flight Center, Centers for Disease Control, Towers-Perrin, and The World Bank.

A recognized authority in Web writing and content issues, Merry Bruns also sponsors "Content & Coffee," a quarterly panel discussion and networking event for online editors and writers held at the National Press Club in Washington, DC.

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

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 content-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@cpcug.org.

GLITCH DC 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, 11:00AM
- 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
- Jobs are listed via mailing list at glitchdc-jobs@yahoogroups.com

Upcoming meeting:
Sunday, March 14, 11AM

Investment

- Monthly (except August), third Wednesday, 7:30PM
- 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 10-15 minutes of questions, answers, SIG business, and CPCUG concerns. Then we have a main presentation(s) lasting 60-90 minutes addressing 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), 7:00PM
- 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.

Pocket PC

- For date, time, and location, send e-mail to Ray Wiley (see below)
- URL—www.cpcug.org/user/pocketpc
- E-mail announcement list: pocketpc-l@hosted.at.cpcug.org
- E-mail discussion list: pocketpcd-l@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: seniorsigd-l@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, 12:30PM
- 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
March 10, 2004: PROC MIXED - Part 5: Model Assessment
<http://www.sas.com>

Continuing the topic begun in October 2003, we examine residual plots and a histogram of the residuals. Subjects with residual values in the first or last percentiles are identified. Finally, we examine how the violation of assumptions regarding the random effects influences the inference of the model.

April 14, 2004: PROC MIXED - Part 6: Generalized Linear Models & Generalized Linear Mixed Models
<http://www.sas.com>

Continuing the topic begun in October 2003, the difference between general linear models and models using generalized estimating equations (GEEs) is covered. The available correlation structures in PROC GENMOD are discussed and GENMOD is used to fit a longitudinal data model. Finally, the concepts behind generalized linear mixed models are discussed and a longitudinal data model is fit using the GLIMMIX macro.

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, 7:00PM
- Washington Gas, 6801 Industrial Road, Springfield, VA
- Jurisdiction for inclement weather cancellation: Fairfax County
- URL — www.cpcug.org/user/vasig/
- E-mail announcement list: virginiasig-l hosted at cpcug.org
- Contacts—Luis Garcia, d: (202) 606-9848, e/w: (703) 425-6902, lgarcia51@yahoo.com

- 7:00PM 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.

Monday, March 15, 2004, 7:00PM
The Energy Efficient Intel Centrino Processor.

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

"I love the variety that is CPCUG."
 ~ Dennis Courtney
 CPCUG President

Index of Advertisers

- David Thomas Agro cover 3
- OdioWorks cover 3
- Millkern Communications p. 34

New SIGS

If you are interested in starting a new SIG (or re-activating an inactive SIG), please contact president@cpcug.org.

"While volunteering for CPCUG, with support, advice, and encouragement from CPCUG members (the best "users helping users"), I learned to speak in front of a group without my throat locking up from fear."
 ~ Barbara Conn, Chair
 CPCUG Entrepreneurs and Consultants SIG

Got a question, have a problem, need some help with your computer?

Another resource is CPCUG Late Nite – held after most Monday evening General Meeting TechTalks at 9:00PM

"Late Nite" consists of smaller and more informal gatherings after each General Meeting TechTalk. In addition to a place for beginners and intermediate computer users to continue to learn how to get more out of their computers, it provides an opportunity to learn more about CPCUG, its benefits, its special interest groups (SIGs) and its training opportunities.

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

Letters to "Late Nite"

continued from page 10

backup of your data (e.g., by using a script to copy only those data files into a corresponding folder in your data partition).

Q04111.5: Every time my kids use my computer, I seem to have lots of problems with it. Should I take a class on Computer Troubleshooting?

A0: Taking a class might help, but (in my opinion) don't expect to be able to use a computer kids play with for much productive work. I suggest a different approach: don't let your kids use your "business" computer unsupervised.

For younger children, it's probably better if you just get them their own second-hand computer. Sure, they might not be able to run the latest game software on an older, slower computer, but so what? They're only trying to amuse themselves. It's better to let them mess up their own computer than to put your main computer out of action.

Older children may be responsible enough to use your main computer for their activities, provided they clearly understand they must restore it to the way you expect to find it. They're going to be using computers the rest of their lives, so they should learn how to use them properly, with courtesy toward other users.

Q04111.6: My kids seem to know a lot about computers, more than I do! How can I get them to teach me about computers?

A0: I don't recommend learning about computers from your kids! You wouldn't try to learn how to drive a car from a teenager. They have different attitudes than adults have about what's important when driving, and you'd want to learn how to drive from someone who's had years of experience driving responsibly. The same applies to learning to use a computer.

That's not to say that you can't ask your kids to help you out of a jam. Kids are known for trying every button and alternative and remembering which may have worked. Don't try asking them for an explanation about why something worked, though.

Although kids seem to know a lot about computers, it's not true that kids learn all about computers in school. Typically, in school, kids are NOT allowed to interact with the computer operating system, e.g., changing settings, creating new shortcuts on the desktop, etc., and they're often not allowed even to turn the computers on and off at school. There's a lot they don't learn.

It might be useful to send your kid to a class about the basics of computers. They might learn why you need to shut down a computer in an orderly fashion instead of just turning off the power switch. Consider taking the class with them, too.

Q04111.7: I went to a "Late Nite" session after one of the CPCUG TechTalks, but couldn't get a word in edgewise to ask a question, so I left. Is it always like that?

A0: No, not always, but even so, I'd like to try some changes so that sort of thing doesn't happen. The number of people gathering around for "Late Nite" varies widely. There seems to be a lot of people coming with "quick questions" though, creating a scene where the first to shout seems to win. It would be more orderly if people write their questions down, and if I could recruit a few people to talk one-on-one to people right away, answering those quick questions. Remember, though, quick questions don't necessarily have quick answers. Then we could settle down into more involved discussion, with people who might need more help.

I'd like to get e-mail addresses of

everyone who has a question. All too often, after thinking about a problem, another possibility comes to mind. But to my dismay I have no way to get in touch with the person I talked to, with the new suggestions!

Q04111.8: What typically happens at the "Late Nite" sessions after the CPCUG General Meetings?

A0: It's usually fun — or at least I can say I enjoyed myself at the "Late Nite" session after the CPCUG TechTalk on 1/12/04!

I'd like to thank those who stayed around and joined the table in the back of the meeting room as we sat around and "talked computers" until around 10 pm.

There were about eight of us there, and we talked about lots of things: ways to extend the usefulness of a HP scanner that didn't come with SCSI drivers that run under Windows XP; ways to boot up a laptop computer from a parallel port CD-ROM drive; connecting a camcorder to a PC; and the process for converting phonograph album sound recordings to audio CDs.

Q04111.9: What was the last Microsoft Operating System distributed on floppy disks?

A0: I think Windows '95 was distributed on floppy disks. Does anyone still have a set of Windows '95 floppy disks that they'd be willing to contribute to a CPCUG software archive?

TTFN,

- Marty Shinko

Marty Shinko has been involved with the 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, satellites, brain psychology, sailboating and amateur radio. He can be reached at mshinko.cpcug@juno.com or at (301) 253-1743, or come to the CPCUG General Meetings and meet in person at the "Late Nite" sessions after the meetings.

HELPLINE

The CPCUG Helpline listing is for *CPCUG members only*. Volunteers provide assistance on 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 voice mail, leave a message as many people screen calls or otherwise prioritize their time. Some volunteers have provided e-mail addresses so that you can contact them if you have

trouble getting in touch by phone.

If you would like to volunteer your services in any area, please contact *Monitor* Editor Susan Kousek (editor@cpcug.org), providing your membership number, subject(s), phone number and/or e-mail address, days/times.

After many years of volunteering, Elliott Fein is retiring from the Helpline and from CPCUG. Thank you, Elliott, for doing such a great job of maintaining the Helpline listing! CPCUG is looking for a volunteer to take over the Access database Elliott created. Responsibilities include making changes in the database and communicating those changes to the *Monitor* editor. If you're interested in taking on this job, please contact CPCUG President Dennis Courtney at president@cpcug.org.

| Member | Phone | Days | Time | E-Mail |
|---|--------------------------------|--------------------|--|------------------------------|
| ACCESS | | | | |
| ACCESS SIG Discussion List Scott Mohnkern | 301-738-0097 | M - F | www.cpcug.org/list/lwgate.cgi/ACCESSSIGD-L/subscribe.html 9:00a-4:00p | scott@mohnkern.com |
| ADOBE PAGEMAKER | | | | |
| Lisa Connors | 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 | 10:00a-7:00p | Phil@MarchettiAssociates.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 |
| 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 |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| C LANGUAGE | | | | |
| Wayne Dernoncourt | | | | 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 |

"I started volunteering to help fellow CPCUG members back in 1982. In all that time, I don't believe I ever heard a dumb question!"
~ Rich Schinnell
Former CPCUG President

| Member | Phone | Days | Time | E-Mail |
|---|----------------|-------------|--------------|--|
| | 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/ 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 | | | | |
| Walter Nissen | 440-243-4980r | All | Reasonable | wnissen@tfn.net |
| | Near Cleveland | | | |
| Henry Winokur | 301-320-2104 | All | Reasonable | henwin@atlantech.net |
| 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 | |
| Eudora 5 | | | | |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| EXCEL | | | | |
| Scott Mohnkern | 301-738-0097 | M - F | 9:00a-4:00p | scott@mohnkern.com |
| Arquilla Ridgell | 301-946-3041 | Mon-Wed-Fri | 7:00p-9:00p | clockone@aol.com |
| | | Sat-Sun | 6:00p -9:00p | clockone@aol.com |
| FOXPRO | | | | |
| Guy Durant | 202-529-6744 | All | 8:00a-11:00a | |
| | 202-529-6744 | All | 9:00p-11:59p | |
| GGEOWORKS | | | | |
| Herb Fredricksen | 301-840-2056 | All | 2:00p-11:00p | |
| HARDWARE - GENERAL | | | | |
| Wayne Derroncourt | | | | wayned@cpcug.org |
| Sam Odio | 888-282-2846 | All | All | sam@odioworks.com |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.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 | scott@mohnkern.com |
| Sam Odio | 888-282-2846 | All | All | sam@odioworks.com |
| INTERNET - NOT CPCUG.ORG | | | | |
| Walter Nissen | 440-243-4980 | All | Reasonable | wnissen@tfn.net |
| | Near Cleveland | | | |

| Member | Phone | Days | Time | E-Mail |
|--|--------------------------------|-------------|--------------|--------------------------|
| INTERNET - BASICS | | | | |
| Paul Shapiro | 301-770-9512 | All | 9:00a-9:00p | pauls@cpcug.org |
| INTERNET - CPCUG.ORG (cpcug.org subscribers only) | | | | |
| Scott Mohnkern | 301-738-0097 | M-F | 9:00a-4:00p | scott@mohnkern.com |
| 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 |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| 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 Dernoncourt | | | | wayned@cpcug.org |
| LINUX (installation and support) | | | | |
| Cliff Bailey | 703-237-4174 | Mon-Fri | 10:00a-8:00p | cbailey@myexcel.com |
| 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@atlantech.net |
| MICROSOFT OFFICE | | | | |
| Scott Mohnkern | 301-738-0097 | M-F | 9:00a-4:00p | scott@mohnkern.com |
| MOZILLA (Installation and support) | | | | |
| Cliff Bailey | 703-237-4174 | Mon-Fri | 10:00a-8:00p | cbailey@myexcel.com |
| 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 |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| NOVICE (Beginner) | | | | |
| Walter Nissen | 440-243-4980 Near Cleveland | All | Reasonable | wnissen@tfn.net |
| Sam Odio | 888-282-2846 | All | All | sam@odioworks.com |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| Henry Winokur | 301-320-2104 | All | Reasonable | henwin@atlantech.net |
| 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 | |
| OPENOFFICE (Linux/Windows/Sun/Mac office suite) | | | | |
| Cliff Bailey | 703-237-4174 | Mon-Fri | 10:00a-8:00p | cbailey@myexcel.com |
| ORACLE | | | | |
| Michael Shunfenthal | 703-866-9729 | Mon-Fri | 7:30p-9:30p | |

| Member | Phone | Days | Time | E-Mail |
|------------------------------------|--------------------------------|--------------------|-----------------------------|--------------------------|
| 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 | scott@mohnkern.com |
| 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@atlantech.net |
| 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 |
| QUICKEN | | | | |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| SATELLITES, EARTH | | | | |
| Walter Nissen | 440-243-4980 Near Cleveland | All | Reasonable | wnissen@tfn.net |
| SMALLTALK | | | | |
| Cliff Bailey | 703-237-4174 | Mon-Fri | 10:00a-8:00p | cbailey@myexcel.com |
| 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 | |
| Timeslips (DOS and Windows) | | | | |
| David Chessler | 301-229-3984 | All | 7:00p-10:00p | |
| TROUBLESHOOTING - GENERAL | | | | |
| Wayne Dernoncourt | | | | wayned@cpcug.org |
| Walter Nissen | 440-243-4980 Near Cleveland | All | Reasonable | wnissen@tfn.net |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| Henry Winokur | 301-320-2104 | All | Reasonable | henwin@atlantech.net |
| UBASIC LANGUAGE | | | | |
| Walter Nissen | 440-243-4980 Near Cleveland | All | Reasonable | wnissen@tfn.net |
| UNIX | | | | |
| Scott Graham | 301-437-2745 301-593-2744 | Mon-Fri Mon-Fri | 9:00a- 6:00p 6:00p-9:00p | sgraham@scoabar.com |
| Scott Mohnkern | 301-593-2744 301-738-0097 | Sat-Sun M-F | Reasonable 9:00a-4:00p | scott@mohnkern.com |

| Member | Phone | Days | Time | E-Mail |
|---|--------------------------------|------------|----------------|--|
| 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 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 | |
| Henry Winokur | 301 320-2104 | All | Reasonable | henwin@atlantech.net |
| WINDOWS 98 | | | | |
| Walter Nissen | 440 243-4980 Near Cleveland | All | Reasonable | wnissen@tfn.net |
| Sam Odio | 888-282-2846 | All | All | sam@odioworks.com |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| Henry Winokur | 301 320-2104 | All | Reasonable | henwin@atlantech.net |
| WINDOWS ME | | | | |
| Henry Winokur | 301 320-2104 | All | Reasonable | henwin@atlantech.net |
| WINDOWS NT - SYSTEM POLICY EDITOR | | | | |
| Ron Hicks | (703) 528-1009 | All | Reasonable | ronhicks@cpcug.org |
| WINDOWS 2000 PROFESSIONAL | | | | |
| Sam Odio | 888-282-2846 | All | All | sam@odioworks.com |
| WINDOWS XP | | | | |
| Sam Odio | 888-282-2846 | All | All | sam@odioworks.com |
| Robert Simanski | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| Henry Winokur | 301 320-2104 | All | Reasonable | henwin@atlantech.net |
| WINFAX PRO | | | | |
| Howard Weeks | 301 924-0400 | Mon-Fri | 2:00p - 6:00p | |
| WORD | | | | |
| Edward H. Jentsch (ver 6.0/7.0) | 301 279-0134 | All | Reasonable | ejentsch@cpcug.org |
| 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 |
| Robert Simanski ('97-2003) | 703-404-8665 | All | 6:00p - 10p | rsimanski@yourpubpro.com |
| Henry Winokur (ver 6.0/7.0, '97-2003) | 301-320-2104 | All | Reasonable | henwin@atlantech.net |
| WORDPERFECT | | | | |
| WordPerfect SIG Discussion List | | | | www.cpcug.org/list/lwgate.cgi/WPSIGD-L/subscribe.html |
| 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 Dernoncourt | | | | 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 | scott@mohnkern.com |
| WORLD WIDE WEB CONTENT DEVELOPMENT | | | | |
| Harold Goldstein | 202 966-9091 | All | Reasonable | dcbiker@goldray.com |

Network, Share Information...and Have Fun!

continued from page 1

- Presentation/seminar/workshop/panel discussion/class
- Social gathering for networking and discussion (at a restaurant or other relaxed venue)

You can select a specific style for all meetings or select a mix, using two or more styles. You can get started using one meeting format and evolve over time to another. You can add options for socializing and networking to any meeting format (the simplest might be just adjourning to a local pub or restaurant following a SIG event). The choices are yours.

You Can Keep It Simple

Some SIGs are informal. A theme for a meeting might be chosen in advance, perhaps during a quick discussion at the end of an earlier meeting or event. Someone in the group might volunteer (or be encouraged by the SIG chair or other attendees to volunteer) to make a short presentation and lead a discussion at the next or a future meeting.

Some meetings of SIGs with an informal style rarely have an agenda planned in advance, preferring to “go with the flow.” After attendees arrive, discussion focuses on topics of interest to those present.

“I learned a lot as the WordPerfect SIG chairperson.”
~ John Sherman
CPCUG Virginia Vice President

A Study Group as a SIG

A useful format for some SIGs is the study group. Meetings might consist of five to a dozen or more people getting together on a regular basis to help each other through problems that arise as they study a programming language or learn an application.

An attendee might also present a problem he or she has encountered. Q&A sessions are another popular and worthwhile format.

If the SIG leader or members recruit two or more advanced users, with at least one advanced user attending most meetings, participants are even more likely to learn something of value at each session. As a result, they’ll look forward with anticipation to SIG meetings. And they’ll spread the word about the value of the SIG, adding more participants, and more value.

“SIGs are a key part of CPCUG’s community service, so it’s essential that our SIG roster evolve along with technology and the industry. The best way for this to happen is for CPCUG members to organize SIGs they wish existed, meeting their own needs along with likely those of many others.”
~ Gabe Goldberg
Former CPCUG Internet SIG Chair

You Don’t Have to be an Expert

I’m not an expert in business (or computers, for that matter), yet I started and have run the CPCUG Entrepreneurs and Consultants SIG for nearly seven years. During that time we’ve offered many excellent presenters knowledgeable in a variety of computer and business topics. To choose speakers, I select from those I’ve heard or for whom I’ve received a recommendation from a member of the E&C SIG speaker “scout” team.

If You Are an Expert

If you are a computer guru yourself, as a SIG chair you have a great opportunity to share your knowledge and enjoy your expert status — you’ve earned it. If you enjoy making presentations, you can book yourself to present. Be careful, however, of booking yourself too often. If you overcommit, burnout may follow. Don’t try

to do it all. Recruit colleagues to speak on related topics in their own areas of expertise.

CPCUG Resources for SIGs

Over the years CPCUG has made important additions to its resources for SIGs:

- Traveling equipment for meetings, including laptop computer (with mobile card for accessing the Internet) and two high-resolution projectors
- Speaker leads
- Meeting room leads
- Insurance — Some meeting venues require that groups carry insurance and/or be a 501(c)(3) nonprofit — CPCUG carries the required insurance and is a 501(c)(3) educational organization
- E-mail discussion list using LISTSERV software for each SIG
- Web space for each SIG
- Publicity via print and Web versions of the CPCUG *Monitor*, CPCUG e-mail announcement lists, CPCUG Web site, CPCUG General Meeting/TechTalk announcements, CPCUG TV, trade show booths, and more
- Door prizes — New SIGs can get help in obtaining door prizes and giveaways for meeting attendees
- Registration and collection of fees via the CPCUG office for any fee-based SIG classes and workshops

CPCUG’s Web site provides additional information about the many resources available to its SIGs for startup, publicity, growth, management, and maintenance: www.cpcug.org/user/comm/sig/resources.html.

Topics Awaiting CPCUG SIGs

Computer-related topics around which to build SIGs are limited

only by our imaginations. Here are a few mentioned recently as worthy of consideration —

- Communications
- Digital Photography
- .NET
- Electronic Publishing
- Games
- Genealogy
- Geographic Information Systems (GIS)
- Graphics
- Information Security
- Internet
- Linux
- Project Management
- Visual Basic
- Web Development
- Windows
- WordPerfect

“Being a SIG chair forced me to approach industry leaders for presentations, something I would not have had the guts (or desperation) to do on my own.”
 ~ Walter Houser
 Former CPCUG HTML SIG Chair

SIGs for Special Demographic Groups

Some SIGs are organized around a demographic trait members have in common in addition to their interest in computers. Possibilities for such new CPCUG SIGs include —

- Kids
- Seniors (in Virginia)
- Spanish Speakers
- Teenagers

Starting a SIG

The most important reasons for starting a SIG can be summarized in four words:

- Learning
- Sharing knowledge
- Networking

There are only two requirements for starting a CPCUG SIG:

“Organizing the Internet SIG in mid-1994, just as the Internet boom began, and running it for nearly 10 years, put me in the middle of the blossoming DC-region Internet community. I made dozens of friends, learned a lot, and brought local and national speakers to SIG audiences. Most gratifying was being able to help all sorts of people — computer professionals, hobbyists, and everyone in between — learn about and benefit from the Internet.”
 ~ Gabe Goldberg
 Former CPCUG Internet SIG Chair

- Hold a public organizational meeting to define the purpose of the proposed SIG and to choose a SIG chair, who must be (or become) a current member of CPCUG (membership is just \$42 a year)
 - Attend a meeting of the CPCUG Board of Directors to introduce the proposed SIG and request provisional SIG status
- To start a CPCUG SIG, contact:
- Dennis Courtney, CPCUG President (and former chair of CPCUG’s Delphi SIG), at president@cpug.org
 - Gabe Goldberg, CPCUG Director of Outreach (and former chair of CPCUG’s Internet SIG), at gabegold.com.

If I can start and run a SIG, you can, too.

Join the fun: Contact Dennis and Gabe now!

Barbara Conn is CPCUG Director of Corporate Communications and Chair, CPCUG Entrepreneurs and Consultants SIG. In real life she is a publishing strategist and technical communicator. She may be reached at bconn@cpug.org.

Detailed information on current SIGS starts on page 22.

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?

101 Fleet Street
Rockville, MD

Hours for donation drop-off:
Mondays 2:00 - 6:00 pm
Wednesdays 10:00 am - 4:00 pm

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

Volunteers Wanted

**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.

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



Tired of your ISP increasing your rates?

Why not get cpcug.org national Internet access at half the price some of our competitors charge?

Quality Internet Service, Discounted Rates

See our Web site at WWW.MILLKERN.COM

Or e-mail us at sales@millkern.com

Millkern Communications, Inc.

Tel: 301-738-0097

Directions to Martin Luther King Jr. Memorial Library (March 8 TechTalk)

The March 8 CPCUG General Meeting TechTalk will be held in the:
Martin Luther King Jr. Memorial Library
Basement Auditorium, Room A-5
901 G St., NW
Washington, DC

Directions:
www.dclibrary.org/mlk/directions.html

By Foot

The Library sits on the Northwest corner of 9th and G Streets, NW, across the street diagonally from the National Museum of American Art. The MCI Arena is two blocks to the east; the Washington Convention Center is one block north.

By Metro

All Metro lines lead to the Library. Stations at Gallery Place-Chinatown (serving the Red, Green & Yellow lines) and Metro Center (serving the Red, Blue, & Orange lines) are each a block away from the Library. Leave Gallery Place by the "Museum" exit (9th Street) or Metro Center by the "Woodies" exit (11th Street) for the shortest walk.

By Car

For a map with the locations of parking garages near the Martin Luther King Jr. Memorial Library, visit www.downtowndc.org/GetHere/getting.html.

Please see page 4 for details on upcoming
General Meeting 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 simultaneously 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:

LISERV@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.

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>

Business Card Advertising

We fix computers!

Repair - Install - Computers - Networks - Pickup or Onsite Service

Odi
Works, LLC

Toll Free: **1.888.282.2846**

www.odloworks.com

Special Deal: Mention your CPCUG member number and get **\$5 OFF!**

To advertise in this space,
please contact the *Monitor*
editor at

editor@cpcug.org

Become a User Helping Users

Join the CPCUG Helpline Team
Contact admin@cpcug.org

David Thomas Agro

Certified Public Accountant

former Internal Revenue Agent

Master of Science in Accounting/Taxation

Federal and Multi-State Income Tax

Estate / Employment / Gift Tax

Individual and Business Returns

Financial and Retirement Planning

Forensic Accounting / 35 Years Experience

VOICE 301-270-4966 FAX 301-270-5896

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, Bethesda, MD: 3 locations on the 2nd Floor: Rooms A & B; Room C; and Senior Source

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.

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

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

WGas = Washington Gas, 6801 Industrial Rd., Springfield, VA

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.

March

4 – Intro to MS Excel
11 – Intermediate MS Excel
16 – MS Word - Form Letters, Mail Merge and Labels
18 – Desktop Publishing with MS Publisher
23 – Windows Computer Maintenance and Troubleshooting
25 – Intro to Object Oriented Programming Using Java
30 – Intro to E-mail

April

6 – Advanced MS Excel
8 – Introduction to Quicken
10 – Road Warrior (9 am to noon)
15 – Planning & Publishing an Effective Web Site
20 – Introduction to Creating Web Pages with HTML
22 – Introduction to Visual Basic
24 – Under the Hood (9 am to noon)
27 – Intermediate Creating Web Pages with HTML
29 – Introduction to MS Word

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

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

March

2 – Intro to MS Excel
4 – MS Word - Form Letters, Mail Merge and Labels
9 – Intermediate MS Excel
11 – Digital Imaging using MS Photo Editor
16 – Intro to MS PowerPoint
18 – Desktop Publishing with MS Publisher
23 – Intermediate MS PowerPoint
25 – Creating GREAT Technical Presentations (Part 3)
30 – Integrating MS Office Applications

April

6 – Planning & Publishing an Effective Web Site
8 – Introduction to Creating Web Pages with HTML
13 – Introduction to Creating Web Pages with ASP
15 – Intermediate Creating Web Pages with HTML
20 – Intermediate Creating Web Pages with ASP - Data Enabled
22 – Introduction to Creating Web Pages with MS FrontPage
27 – Advanced Scripting for Web Pages using VBScript
29 – Intermediate Creating Web Pages with MS FrontPage

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

Non-Profit
US Postage Paid
Suburban, MD
Permit No. 1910

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