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KIPCUG Presents



Symantec's Norton2000 for Y2K SystemWorks Utility Suite

**Public is welcome at KIPCUG's
General Meeting at IUS.**

Free Program Starts at 6:30 PM

www.kipcug.org

KIPCUG

Next meeting

SYMANTEC

IUS, OGLE CENTER

Tuesday, December 7th, 6:30 p.m.

From The Editor

Are you Y2K compliant - ready - all systems go? This month's issue on I/O addresses that point on 2 different levels. On the obvious side, Judy Lococo is bringing in Symantec and their Norton Utilities for that last chance update for your computer. They have a new suite of software and a new product, Norton2000, to specifically check your system. On the subtle side, you will find new KIPCUG Board of Director Members and an updated set of Bylaws. During November we had a number of Board Members resign for personal reasons unrelated to KIPCUG and had several members step forward to help fill the gap. We thank each departing member for their help during the past months. We challenge each new member with the thought that more is gained if more is input! As you serve your term, we all have the same goal - the improvement of KIPCUG! Accepting the job also means that you agree to disagree from time to time.

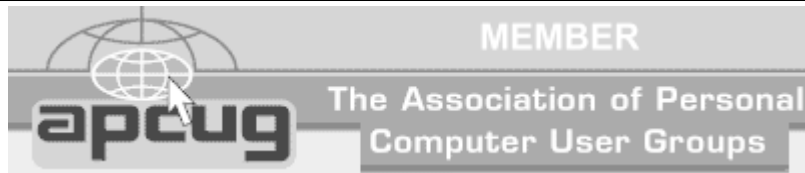
The KIPCUG Bylaws Revisions are a product of several months of work by a committee headed by Susan Moore. The Board felt it was important enough to give every member a copy and publishing them in I/O was part of that commitment. It is your organization, run by elected members with open board meetings that any member is invited to show up and participate! Meetings are announced at the General Meeting and are currently held the following Tuesday. We could use your input!

Personal Note: the ArcSoft Imaging Suite article last month was written by Richard Vautard not Robert as was published. We apologize to Richard for the mistake.

How can we help you? John

Contributing staff writers

**Fred Soward Judy Lococo Charley May
Sharon Kinney-Romeo Susan Moore
Karen Schuler Dr. Samuel Cooke**



KIPCUG is a member of APCUG, an international association of computer groups. Information is available at www.apcug.org

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Symantec's SystemWorks & Norton2000



by John Henderson, KIPCUG

Do you recognize the boxes? You know they are yellow! Symantec is coming to KIPCUG on December 7th. with their new suite of software: Norton SystemWorks and a demonstration of Norton2000.

SystemWorks is targeted for "everyone!" Symantec has bundled it various system utilities into one suite. Although they offer two versions depending on your needs: a standard and a professional edition.

Norton SystemWorks automatically protects your computer against viruses on the Internet and e-mail, as well, fix and prevent system problems as they occur. You will be alerted to a problem immediately and a Wizard will direct you to the solution. And don't forget the ease with which you can discard unwanted files and keep your system optimized for efficiency.

The suite includes the latest complete versions of Symantec's award-winning utility products.

Norton Utilities™ is the industry leader in detecting, repairing, and preventing hardware and software problems.

Norton AntiVirus™ offers the world's most popular and most powerful anti-virus capabilities.

Norton CleanSweep™ safely and

completely removes unneeded programs and files.

Norton CrashGuard™ automatically protects your work against system crashes and screen freezes.

Norton 2000™ helps you find potential Year 2000 problems in your hardware, applications, and data. (See last 3 paragraphs)

Norton Ghost™ backs up or clones entire systems quickly and easily.

And access to Norton Web Services helps you keep your system up to date.

Also included with Norton SystemWorks is a free Bonus Pack of handy file-compression, web, fax, encryption, and Year 2000 utilities. And by registering your software and signing up for the LiveAdvisor™ service, you'll get product support, LiveUpdate™ alerts, user tips and tricks, and upgrade notifications delivered directly to your desktop via the Internet-automatically, and customized to your individual preferences.

Is your PC "millennium ready"? Don't wait until January 1, 2000 to find out whether your spreadsheets, databases, financial programs - even your e-mail program - might go out

just as the new year comes in. Norton 2000 software is the fast, safe way to identify Y2K threats to your critical applications and data. It audits your applications against a database of known Year 2000 problems and gives you a comprehensive report on its findings - today, while you still have time to head off trouble. It can even scan inside the most popular spreadsheet and database applications to find non-compliant formulas and numeric data that could wreak havoc with your business.

Because many programs rely on accurate date and time information from your PC to work correctly, Norton 2000 also tests your system's BIOS and clocks - and can fix many of the problems it discovers. You even get LiveUpdate™ technology for downloading the latest updates and information from Symantec's Year 2000 database. Version 2.0 also includes the Fix Assistant, which automates some of the most repetitive and tedious Y2K corrections.



KIPCUG's General Meeting is held the 1st. Tuesday each month in the Ogle Center at Indiana University Southeast.

IUS is located at 2nd entrance off Grant Line Road, just north of I-265
Parking is FREE

Over The Program Director's Shoulder

by Judy Lococo, KIPCUG

Just back from fall COMDEX, and have lots of rumors to float around! <g> That should strike terror in everyone's hearts that I saw out there!

SYMANTEC.

We have some changes to our meetings that I think you will like a lot, even if my feet didn't. When Symantec sends in their User Group Team for our December meeting, we will get to revisit their Y2K last-ditch effort to make your computer usable after December 31st, and also get a look-see at their System Works Utilities. However, the big news is, they have a product (has NOT been released and won't be when they come) that looks really useful! It's all about Internet Security, and yes, it has the usual tools to prevent youngsters from going to whatever sites you specify, but also a neat new utility to prevent hackers from getting INTO your system while you're out there surfing. It also prevents web sites from placing cookies on your hard drive, as you are the one who makes this decision, not the web site you're visiting. There are other features as well, but these stand out most in my memory.



MGI Software is always a KIPCUG favorite, so January brings them back to town with some exciting new releases of their photo editing software. I saw some amazing things happening, but what I saw was beta, and I think I'd have to shoot you if we showed you this, but hopefully we can swear everyone in the audience to secrecy... I know, you have a bridge you want to sell me...



February is a must! Intuit and their world famous product - Quicken - arrive at KIPCUG. Quicken, Quickbooks, & quicken.com always draws a large crowd so plan on coming a little early, drop off a question in the User-to-User box, and be prepared for a fun, entertaining, and informative night.

Matt McCann is a show himself even if he didn't bring product at hot

prices. Intuit rolls out new IRS tables and tax programs each January and they will help you attack that IRS bill.

A little preaching after listening and experiencing how many user groups are having trouble with their monthly programs.

We have to raise our attendance up and keep it up, or else we won't be seeing all these latest/greatest toys anymore. Instead, we will be seeing someone from our local group standing up there doing a presentation in a box, and I think you have to admit that this is not exactly what we would prefer to happen. SO, everyone has to bring along a friend or more to our meetings now. Not only is it politically correct to car-pool, but it will make a difference in what sort of future demonstrations you will be seeing. I know, it's a longer distance to the meeting site than it used to be, and I know there's probably a traffic jam along the way, and I know there are a hundred excuses we can all use (myself included) to stay home.

To put it in Basic <g> terms, if we don't support our vendors, they will stop supporting us. -Judy

Getting to IUS from Louisville

Our meetings are in the Ogle Center at Indiana University Southeast.

Take I-65 north to I-265. Turn west on I-265 (after passing under the overpass).

Take the Grant Line Road exit from I-265.

Turn right at the intersection onto Grant Line Road. IUS is a half mile on the left.

Ogle Center is at the back right of the campus. You will not "get a ticket" for parking in the wrong lot or meter area. Park behind or in front of the building.

What's Up - KIPCUG Board of Directors

by Fred Soward, President KIPCUG

Funny you should ask! <grin> A lot is up with KIPCUG this Fall! One thing you'll notice in this issue is that we've published a revised copy of the KIPCUG ByLaws. We're required to provide a copy to each of our members when the Board of Directors has decided that a change to the ByLaws must be made. Several issues over the last few years have led us to make some changes at this time. We haven't had a librarian of diskettes for many years. Our BBS, The Fifth Dimension was eliminated by the previous Board in May because of Y2K hardware and software issues and a general lack of participation by most members. The Web has become a focal point for most of us and the WebMaster has become a significant board member, similar to that of the BBS SysOp in the past. We felt that with Y2K upon us, we should at least do our part by making sure the ByLaws would be up-to-date as we enter January 2000.

See following Y2KIPCUG Article

You'll also notice several changes on the Directors and Leaders list. Karen Schuler, our membership director for over a year now, has left the Board. Two others, Don Fowler,

Courier Ad

our Vice President since July, and Larry Bolton, Director-at-Large since August, also resigned. All three left the Board because of family and business commitments. They will all be missed at our monthly Board of Directors meetings and in our regular Director Emails. The good news is that we've found others who have already stepped up to help out in their stead. Susan Moore moved from her Director-at-Large position to become the Membership Director. Robert Gibson has agreed to be a Director-at-Large and help Susan Moore with Membership. Matthew Mercurio and John Markham have agreed to take on Director-at-Large duties with an eye toward helping out Judy Lococo with Program Director duties. The long-range plan is for them to take over as next year's Program Director.

If you're interested in being on the Board of Directors, contact Steve Goldberg NOW! He's the chair of the KIPCUG Board of Directors Nominating Committee for the election to be held in June 2000. He'll be soliciting your input between now and the end of January as he puts together a slate of proposed officers for presentation at our February 2000 BoD meeting.

Y2KIPCUG

by Susan Moore, KIPCUG Bylaws Chairperson

A recent review of KIPCUG's 1993 Bylaw quickly determined that they were not Y2K compliant. For example, they still provided for appointment of a Librarian and a

SYSOP, both 1980's concepts.

The original function of the Librarian was to manage the Club's (in those days KIPCUG was a club) shareware library and have disks available for sale at each meeting. Bulletin Board Systems such as our own recently departed The Fifth Dimension with their huge stores of shareware and the explosive growth of high quality, reasonably priced commercial software made club libraries obsolete by the early 1990's. Then the power of the Internet made it impossible to slow the downward spiral in Bulletin Board usage and so in June we said good-bye to The Fifth Dimension and its SYSOP.

At its September 14, 1999 meeting, the board amended the Bylaws to create a Director at Large in place of the Librarian and a Webmaster in place of the SYSOP. References to The Fifth Dimension were replaced with "web site."

Checks could be signed by the Treasurer or two directors designated by the Board of Directors as authorized signers. Since our checking account does not allow for dual signatures the Treasurer or director designated by the Board of Directors is now authorized to sign checks. Finally, typographical and grammatical errors were corrected. The Bylaws are now ready for Y2K.

The Bylaws provide that if amended by the Board of Directors, the amendments shall not be effective until 30 days after they are mailed to the members. A complete set of the Bylaws follows on page 20.

See Page 20

Microcontroller - The Universal Machine

by Dr. Samuel L. Cooke, KIPCUG
and Charley May, KIPCUG

One of the many Y2K problems facing companies and individuals next year is imbedded chips (a Microcontroller).

These Microcontroller chips are preprogrammed to do everything from changing the heat setting at different times of the day in your home through the use of electronic thermostats; to automatic regulating controls used by manufacturing plants in their automated processing controls. There is a good chance that each of us will have something in our home or workplace that will not function correctly after 2000 rolls around, due to these imbedded chips. Actually, because they are not thought about as much a "Computer", many will be less prepared in this area than in the computer area which will have received much scrutiny.

The December HARDWARE SIG is going to delve into to the Microcontroller area and how you can buy a Microcontroller chip and use a PC to get it to do your bidding.

Dr. Samuel L. Cooke, long time KIPCUG Member and I/O contributor will show how these chips can function and have examples of controlling a device just like you could with your PC. Once you have it set up the PC is no longer needed to control the functions you set up for the device to do. The possible functions are too many and diverse to list them all, but examples would be remote switch control, light control and temperature monitoring.

Here are a few of the comments that Dr. Cooke has to say:

MICROCONTROLLER - The Universal Machine by Dr. Samuel L. Cooke

What could you do with a computer system that has 2,000,000 bytes of memory, no keyboard, no hard drive, no monitor, ... and no Windows! The answer is -- control a VCR, a cell phone, a scanner, a coffee maker, an automobile, an instrument (musical, medical, or scientific), a printer, a microwave oven ... count people, cars, cans, widgets, pills, or whatever. It's up to you and your imagination. Unlike the microprocessor, the Microcontroller is uniquely designed to interface with the real world, consume very little power, do only one thing at a time (but do that well) and be, as much as anything can, a "The Universal Machine."

The Parallax Microcontroller chip, called "Stamp" is combined with memory and a language interpreter into a 24-pin "chip" into which a program can be downloaded. The power and conveniences of the PC are used for software development. You program the Stamp using the PBASIC high level language. The hardware list is very short; power supply, DB-9 cable and an IC breadboard. If you want to measure something, you'll need sensors and electronic components. And if you want to control something "big," you'll need to increase the power output from the Microcontroller.

The other needed items such as software and manuals for editing, testing, and downloading programs are readily available from the Parallax website and in CDs found

in some excellent books on the market. Numerous applications and instructional materials are also web-available.

. A good book that details most everything you need to know is "Programming and Customizing the Basic Stamp Computer" by Scott Edwards. The Internet is an extremely rich source of applications, software, ideas and projects.

The Hardware SIG program for Dec. 6 will include demonstrations of both the hardware and software for measuring and controlling. Parallax has generously provided catalogs, program aids, and some valuable give-away items. You can get an idea of what it's all about from their website at "www.parallax.com". While there, download the editor/compiler as well as instruction manuals and tutorials and take a closer look. You'll want to check these out in time for your Christmas gift inventing.

The logo for win.net features the text "win.net" in a bold, sans-serif font. The "i" in "win" has a dot that is a small circle. A stylized, curved line or swoosh arches over the "n" and "e", suggesting a globe or a signal path.

Speed

+ Reliability

+ Knowledge

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www.win.net

589-6800

"Possibly the best tech support in the business..." PC Magazine

Why Go To COMDEX?

by Fred Soward, KIPCUG

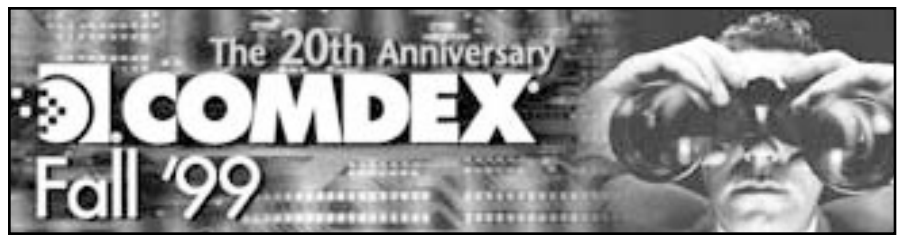
Why DO KIPCUG Directors go to COMDEX each year? Most people think it's because of all the free software, clothing, and other goodies the vendors hand out. In reality, it would be a lot less expensive if we just bought those things off the shelf. Figure that a trip to COMDEX isn't free and that it mostly comes out of our own check-books. That's a lot of software and t-shirts!

It surely isn't for the software. Most of the software handed out is either expire-ware or demo-ware. In other words, it probably won't run more than 30 days after first installed. If it isn't hard-coded to expire, then there's probably a required review attached to the product. Second, figure also that most of the things we pick up will go to someone else. About a quarter of all the software I receive goes to someone else at work. Almost half of it becomes either raffle prizes for General Meetings or goes into the Review pile for Bonnie Zepka. Most of the rest of it doesn't get used because I don't have the time to get to it. It just sits on the shelf waiting for me to find the time to adequately try it out and become proficient with it.

What about the softwear? Well, it isn't for that, either. Most all of you have seen me throw out t-shirt after t-shirt at General Meetings. Guess where they come from? That's right - they sure don't grow on trees! <grin> Every once in awhile there is a really nice polo shirt. Those quality ones that come from the APCUG events? Well, they're paid for with the APCUG event registration fee

that comes out of our own personal pockets.

Food? While it is true that most meals are paid for at COMDEX - either through APCUG events or by attending events with a PressPass, there's no way most of us could eat that much food in just 4 or 5 days! So, no, it's not for the food, either.



COMDEX/Fall remains the industry launchpad for new products and innovative technologies, as well as the best environment to compare, contrast and test-drive them. The key technology choices were evident in the intense floor activity, as more than 2,100 vendors showcased thousands of new products for more than 200,000 technology buyers.

Knowledge? Yes, that's certainly one of the reasons we attend COMDEX each year. The Association of Personal Computer User Groups (APCUG) hosts a conference in conjunction with Fall COMDEX in Las Vegas. Although the room rates are a bit less than otherwise during COMDEX week, there is a 5-day minimum. That's kind of frustrating when I came out Friday night and left on Tuesday evening. <grrrrr> However, it's really for the knowledge to be gained from visiting with other User Group officers from around the world. It's interesting and useful for us to see what other groups see as trends. We get to spend nearly an entire weekend before COMDEX kicks off with these people. In addition, there are a couple breakfasts, lunches, and dinners where we get together and talk about User Group business.

That weekend prior to COMDEX, though, is when the User Group community really gets down to business! There are several "roundtables," where we discuss at length and hopefully solve problems common to many groups. For instance Judy Lococo and I hosted a "Birds of a Feather" Roundtable for User Group Presidents. Most of them were facing the very same problems

she faced during her terms and that I am facing this year. We offered solutions that worked for KIPCUG and found a few clues to resolving some of our challenges as well.

Sunday night, at the same time as the Bill Gates keynote, several of the vendors hold an exhibition for User Group attendees only. It is a strictly invitation-only event. That way, we get three hours to talk to the vendors in a very controlled environment. This is where we spend time getting to know them and making sure they know us. Why? Because this is where we make that initial contact to get them to our meetings over the next year. While I would've really liked to have attended the keynote, I spent the time at this event. Judy Lococo and I really did double-team most of them.

Continued on next page

Why Go To COMDEX? (cont.)

<grin> We managed to get firm commitments for visits to KIPCUG from some and review software commitments from most! These are really the big reasons we attend - to gain knowledge from other User Group officers around the world and to get face-time with the vendors.

What else? Well, it sure is nice to go to COMDEX on a PressPass! Being a User Group member, having at least one article published in our monthly newsletter, and submitting that article along with other required credentials to Ziff-Davis gets me the PressPass. Not that the Pass is an end-all, but by having that, we're able to get the attention of the folks on the showfloor pretty easily. Again - knowledge. At this point, though, it's mostly for work, and not as much for KIPCUG. While there usually is an overlap, most of the things I'm looking into on the showfloor are work-related and not specifically for bringing to KIPCUG. There are some notable exceptions each year.

Some of the really interesting things I found at this year's show?

Linux. Flat out the number one attraction for a lot of people. It was easy to tell who'd been to the Linux Business Expo because they had a yellow penguin on their COMDEX badge. There were a LOT of those yellow penguins by Tuesday afternoon!!! While we're talking about Linux, I attended the Corel Linux OS launch on Monday. Well, actually, I stood outside the booth, even though I was 30 minutes early. Corel WordPerfect Suite 2000 for Linux will include a VERY strong, updated version of Paradox and is

due out sometime early next year. Every time I went by the booth over the next two days, the crowd seemed to be just as interested. It was fairly busy at the Caldera booth, too. But, the RedHat booth was a desert. Hmmm....

QBE. Pronounced "cube." It's not a notebook and it's not a PDA. It's a Celeron 400 to Pentium III 500 computer that looks like a thick legal pad with a 13.1" screen. It's fairly expensive, but in certain situations, would be a perfect solution with all the ports that are built into it.

U-Match Biometric Mouse. Your thumb on the side of the mouse covers a port that's read by the mouse and converted into an algorithm. Based on previous setup information, that either grants or denies access to the computer. Again, not for everyone, but certain situations requiring extreme security might be appropriate for this device.

Many many many safe Internet surfing products. Most of them were targeted at families with young children. We're hoping that LD will show Symantec's product at the December 7 meeting. We've asked, but it's not yet been released, so we're not sure we'll actually get to see it. I was most favorably impressed with all that it appeared to do.

Anti-Virus coming out my ears! All the usual players made their pitch, but I also heard loudly from TrendMicro and Panda AntiVirus. I have review articles in the works on those two products and Norton SystemWorks. We'll see...

Lots of Palm devices/add-ons. My favorite has to be the modem attachment cradle from PocketScience. Not a wireless device, so there aren't those charges, but, instead, it's a throw-back to modem-cradles. Best part about it is that it can be used from ANY telephone ANYwhere!

I had hoped to find out a great deal of information about home and other small local area networks. Unfortunately, there just wasn't much on the showfloor. Most of what I learned I found on websites and in advance reading materials.

Lastly, Judy told me earlier this evening that she may have a surprise announcement for us at the December meeting. Based on discussions with one of the vendors, we may have a super deal for many of our developers and software support people in KIPCUG. Stay tuned - we'll let you know when we know for sure. <grin>

That's a pretty quick look at why we go to COMDEX and APCUG events in Las Vegas. It sure isn't to gamble, either. With a wake-up call at 6:00 AM and most activities ending sometime around 10:00 PM, I'm way too old to be out watching shows and hitting the tables. <grin>

Maybe next year you can join in the fun, too! The first step is deciding to make the trip to for next year's COMDEX and APCUG activities. The second step is letting one of the KIPCUG Board members know that you're interested. The third step is to start planning in earnest now because it takes a lot of planning to make the most out of just a few days out there.

ViaGrafix's Learning PageMaker 6.5

By John Henderson, KIPCUG

"Learning Adobe PageMaker 6.5 Introduction" is an hour-long video training program produced by ViaGrafix. It is one of more than 750 titles covering most of today's most popular software. ViaGrafix produces 3 programs for Adobe's popular desktop publishing product: Introduction, Advanced, and Secrets & Timesavers. The Introduction course covers the creation of a publication and how to print or publish it electronically.



This introduction course is full of real time information. We followed the 3-step instructions set forth at the beginning of the video: 1) Go through the entire tape to gain an understanding of the software. 2) Repeat the tape, stopping at the end of each chapter to practice the material. 3) Use the tape as a reference guide to review sections as needed.

The course also includes a "learning disk" with examples and sample projects for use during the lessons.

This is not a copy of PageMaker 6.5 and the examples can not be run without a full copy of the Adobe software installed on your computer. The course also assumes you are running Windows and you have some basic knowledge of the operating system. Although in practice, the course is so complete that it will "teach" any needed Windows command as the need arises.

Chapter 1

Getting started covers the loading of the learning disk and opening PageMaker 6.5. We were introduced to the preset templates and the idea of creating our own publication should a template not fit our needs. We set up our workspace and learned the basic toolboxes, page indicators, and palette dialog box. We inserted and deleted pages and learned how to use the zoom tool.

Each topic includes screen shots and dialog to work us through the project. For example, the palette dialog box covered how we edit body text, captions, and headlines using the style selection. Switched to the color selection and covered the application of color to either an outline of a selected object, fill in the object, or combine the outline and the fill colors.

Chapter 2

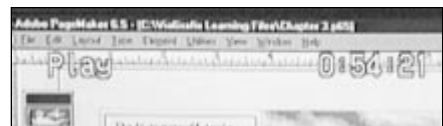
We began the construction of a publication and the use of the document set-up box. We added page numbers, margins, columns, and inserted images. The concept of a "master" page was introduced. It allowed us to build a master page template and apply that master throughout our document. By for-

matting paragraphs and page numbers on the master, PM6.5 will automatically adjust the correct number and styles as we added or removed pages.

There are 22 different page sizes preset in PM6.5. You may have up to 999 pages in each publication. However the program will allow page numbers to 9,999. That allows you to publish a book with pages to 949, come back and publish a new document with pages 950 - 1050, and publish them one after another to create a book with pages from 1 - 1050.

Chapter 3

The focus shifted to working with text within our publication. We learned how to add or import text and then edit its properties. The introduction of the PageMaker "window shade" is the key to this chapter. It is a text box that we can control the size and location. The term "window shade" comes from



Reset your VCR counter to zero when you start the training video, ViaGrafix provides a VHS counter and run-time minutes for locating any topic or section of the course.

the control line at the bottom of the box with a half-circle in the middle that looks like a window shade pull. As you add or import text into the box, you can "pull" down the bottom as needed by dragging your pointer over the "window shade pull" and clicking your mouse to grab and adjust the size. The box

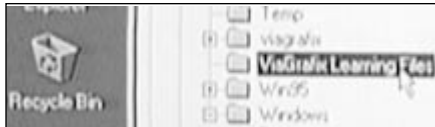
Continued on next page

Learning PageMaker 6.5 (cont.)

may also be highlighted and moved with text to any location within our document.

Chapter 4

Inserted graphics completed the steps in creating our first publication. While we learned to import graphics, the chapter's main focus was drawing lines and shapes to accent the page and add support to existing images. Borders, stars, and shapes can be inserted through constrained or unconstrained tools. The resulting objects can then have color applied to the outline or we a fill pattern selected. We then coupled the objects on the page for placement in another location.



Your course will contain learning files that are installed on your hard-drive. They contain examples and data that will be used to build sample documents within the course.

Complete instructions allow you to remove the files if you do not need them.

Chapter 5

The training video's last chapter taught the printing or publishing of our document. We printed a draft copy, no graphics or color separations, and a full copy. Printing was available in black & white, gray scale, and full color.

It include a short course on electronic publication using Adobe's PDF (Portable Document Format) file format and HTML or web publishing. The PDF format requires the end viewer to have the Acrobat

Reader helper installed on their computer. It allowed us to publish a document with the exact style, look, and feel of our original. The reader is free and can be downloaded from Adobe's website. The HTML format will load in your Internet browser and requires to helper. The downside is that the browser will determine the style, font, and color based the viewer's set up.

Learning PageMaker 6.5 Introduction should not be confused as a weak simple product. It covers the basics of a product that can be very confusing to a new user. Adobe is noted for programs that that be used at a simple level and a complex professional level. As such, they tend to have a steeper learning curve. This is an excellent training program and we recommend it to any new user of PageMaker 6.5.

Retail price is \$49.95 and there is a special price if you purchase all 3 levels of the course. Run time is 65 minutes.

ViaGrafix is on the web at www.viagrafix.com.



PageMaker 6.5 Introduction is formatted to simulate a classroom. ViaGrafix provides 2 "lecturers", screen shots, and examples to lead the viewer through the course.

New Members

by Karen Schuler, KIPCUG

Please Welcome our newest KIPCUG members:

BRUCE QUICK
MIKE WHITEHOUSE
RICHARD R JONES
S AARON ELLIS
SHANNON HAYNES
STEVE FARRIS
WILLIAM D CULL
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JOHN MARKHAM
JOHN P LAVELLE SR
LARRY LEWIS
LYNDA SALVATORE
MARCY A MURDOCK

Editor's Note: We wish to thank Karen Schuler for all her help in publishing I/O. She has provided the recognition of new members and mailing label information each month. Karen has improved the Membership Director position over the past 1 1/2 years standardizing the records, monthly check-in process at meetings, and promotional efforts to increase KIPCUG membership. While Karen is not leaving KIPCUG - we will miss her input as a member of the Board of Directors.

Scanning Basics

by Tom Monturo

The scanner you buy is a hardware device. It will usually come with two kinds of software; one a photo or graphic processor for handling graphics, and the other an optical character recognition (OCR) package for recognizing characters from printed matter.

Scanners will do two different jobs:

- * they scan graphics, either in color or in black and white, and place the graphics into files for your computer, or

- * they read documents and turn them into files that your word processor or text editor can process.

Resolution is generally described in "dots per inch" or dpi. Unfortunately there is a great deal of confusion in the term as it applies to screen, scanner, and printer. A screen resolution of 800 x 600, typical of 15" monitors, applies to maximum pixels displayed, where a pixel is the smallest visible unit on the screen. Such a monitor has an actual horizontal screen size of about 10.5". At 800 pixels divided by 10.5", its resolution is about 75 dpi.

Scanner resolution is a specification that describes the maximum number of dots that can be sent to the computer. Since there is a practical maximum of about 300 Charge Coupled Devices that can be mounted on the scanner light bar, any claimed resolution that exceeds 300 dpi must be interpolated. That's not necessarily bad, but it does depend partially on the quality of the scanner software.

Printer resolution is also expressed in dpi, but can be misleading since printers must place a series of dots on the paper to create the illusion of shades of gray or, for color printers, to show variations in color. A 600 dpi laser printer may place anything from 0 to 600 dpi on a line to express 256 shades of gray from white to black.

You choose the resolution you wish when you scan material. Do not assume that you should scan everything that will be printed at the same maximum resolution of your printer, i.e., if you have a 600 dpi printer, don't assume you should scan at 600 dpi. Here are some suggestions for choosing scanner resolution.

When scanning gray scale or color images, using either a color or a black and white printer:

- * with a 300 or 360 dpi printer, use a scanner resolution of 50 to 100 dpi.

- * with a 600 or 720 dpi printer, use a scanner resolution of 100 to 150 dpi.

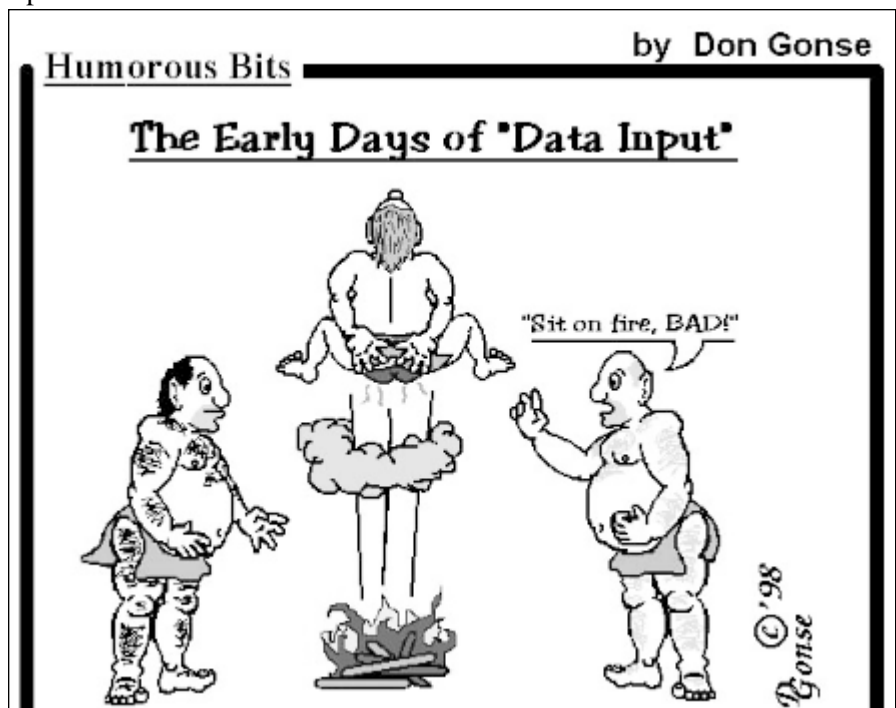
- * when scanning black and white images or for OCR, use the full scanner resolution.

Handling Graphics, at minimum, if your scanner software permits - and most do - adjust the image level or tone before sending your graphic image to your photo enhancement program. Then, if necessary, use a sharpening filter.

Excellent Source of Information on the Web:

- * Wayne Fulton's "A Few Scanning Tips" - <http://www.scantips.com>

The author, the late Tom Monturo, was the editor of microCHIP the newsletter of the Mid-Hudson Computer User Group in Poughkeepsie, New York.



Directory of KIPCUG Leaders

Name	Position	Home	Work
Fred Soward	President	426-1829	
Winnie Miller	Secretary	895-5360	
Anthony Krainski	Treasurer	429-5155	
Judy Lococo	Program Director	893-8710	893-8710
Susan Moore	Membership Director	499-5222	
Phil Whitehouse	Volunteer Director		
Charley May	SIG Director	425-4604	
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John Henderson	Editor, I/O Magazine		945-1102
Charlie Johnson	Publicity Director	239-0266	961-0903
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Marvin Livingood	Director Emeritus	459-8888	459-8888
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David Puckett	User to User Coordinator	549-9008	
Art Atkinson	SIG Leader	589-7411	
Martin Champion	SIG Leader	479-8952	
Don Daub	SIG Leader		589-6800
Glenn Fish	SIG Leader		589-6800
John Kilpatrick	SIG Leader	635-1153	
Grant McCormick	SIG Leader	935-2497	266-9999
Tom Scanlan	SIG Leader		477-1639
Jim Travelstead	SIG Leader	375-4796	852-4761
Doc Viele	SIG Leader	452-6878	
Larry West	SIG Leader	239-7378	

I/O Submissions

Articles submitted to I/O should be in ASCII text format and submitted one month in advance. If graphics are included, they should be submitted in TIF file format whenever possible.

Advertising Rates for I/O

Ad size	Rate
Per 1 col. inch (2.25" wide)	12.00
Half Page (3 col x 5")	140.00
Full Page	250.00

Ad sizes must be in full column width and in one inch depth increments.

Discount	Rate
Three consecutive insertions	10%
Twelve consecutive insertions	20%
Special discounts offered to KIPCUG members	Call

NOTE: I/O is published electronically in addition to its printed edition. Advertising materials not supplied in electronic form will **not** be included in the electronic edition.

All Advertising must be paid for at the time of submission or on approved PO. Rates are for **electronic (JPG EPS TIF)** copy. The deadline for submission of advertising materials is the first of the month for the next month's publication.

Send all advertising materials to:

Anthony Krainski, Treasurer. For more information, call (502) 429-5155 or send e-mail to: akrain@iglou.com

KIPCUG Supporters

Please support them with your business

The vendors listed below have contributed hardware or software to KIPCUG to assist in production of the organization's monthly newsletter. We encourage you to support these vendors who are helping to support our organization.

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Optra R+ Laser Printer	Netware 4.1
Adobe	Intuit
Photoshop 3.0	Quicken 5.0
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December 1999 KIPCUG Planner

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The SIG Scene

ACCESS SIG

Meets 10:00 am on the 4th Saturday of the month at the New Horizons Learning Center, at 10200 Linn Station Road in Suite 110 of the Triad E. Bldg.
Contact SIG LEADER John Kilpatrick at 635-1153 or jewel@win.net

DELPHI SIG

Meets 6:30 PM. on the 3rd Wednesday of the month at the New Horizons Learning Center, at 10200 Linn Station Road in Suite 110 of the Triad E. Bldg.
Contact SIG LEADER Larry West at 239-7378 or TheDelphiPerson@aol.com

GENEALOGY SIG

Meets 6:30 PM. on the 3rd Monday of the month at the Louisville Free Public Library, Eline Branch, located in the St. Matthews City Hall Building at the corner of Grandview Ave and Fairfax Ave. about 3 blocks south of Shelbyville Rd.
Contact SIG LEADER Susan Moore at 499-5222 or susankmoore@iname.com (www.win.net/mooresk)

HARDWARE SIG

Meets 6:30 PM. on the 1st Monday of the month at the Louisville Free Public Library, Eline Branch, located in the St. Matthews City Hall Building at the corner of Grandview Ave and Fairfax Ave. about 3 blocks south of Shelbyville Rd.
Contact SIG LEADER Grant McCormick at (wk) 266-9999 ext. 213, (home) 935-2497 or CO-LEADER Charley May at 425-4604 or hardware@sig.win.net

INTERMEDIATE USERS SIG

Meets 6:30 PM. on the 3rd Friday of the month at the training center located in the CompUSA Louisville store at 825 S. Hurstbourne Pkwy. (PIG SIG @ 8:30)
Contact SIG LEADER Tom Scanlan at 1-502-477-1639 or tpscan@bluegrass.net

INTERNET USER & TELECOMMUNICATIONS SIG

Meets 6:30 PM. on the 4th Thursday of the month at 330-F Distillery Commons, in the Win.Net offices, at the corner of Lexington and Payne streets. Networking begins at 6:00 PM.
Contact SIG LEADER Glenn Fish at 589-6800 ext. 19 or fish@win.net

INVESTING SIG

Meets 6:30 PM. on the 2nd Thursday of the month at the Louisville Aero Club, Bowman Field.
Contact SIG LEADER Doc Viele at 452-6878 for details.
Please note: We DO NOT discuss the relative merits of mutual funds.

NEW USERS SIG

Meets 6:30 PM. on the 2nd Monday of the month at the New Horizons Learning Center, at 10200 Linn Station Road in Suite 110 of the Triad E. Bldg. Pig SIG starts at approx. 8:30 PM.
Contact SIG LEADER Charley May at 425-4604 or sig@win.net

OS/2 & OTHER 32-BIT OS SIG

Meets 6:30 PM. on the 4th Tuesday of the month at 120 Webster in the Bakery Square Building, right next to the Butchertown Pub.
Contact SIG LEADER Art Atkinson at 589-7411 or aatkins@ibm.net

VISUAL BASIC SIG

Meets 7:00 PM. on the 2nd Thursday of the month at the New Horizons Learning Center, at 10200 Linn Station Road in Suite 110 of the Triad E. Bldg.
Contact SIG LEADER Martin Campion at 479-8952 or mcccampion@aol.com

WEBMASTER SIG

Meets 6:30 PM. on the 3rd Thursday of the month at 330-F Distillery Commons, in the Win.Net offices, at the corner of Lexington and Payne streets. Networking begins at 6:00 PM.
Contact SIG LEADER Don Daub at 589-6800 ext. 18 or dondaub@win.net

WINDOWS, WORD & EXCEL SIG

Meets 6:30 PM. on the 4th Monday of the month at the training center located in the CompUSA Louisville store at 825 S. Hurstbourne Pkwy.
Contact SIG LEADER Jim Travelstead, 852-4761 (W), 375-4796 (H) or jim.travelstead@louisville.edu

SIG Director:

Charley May, 425-4604 or sig@win.net

by Charley May, SIG Director

"HEADLINE NEWS"

I am very pleased to announce that the New KIPCUG "INTERMEDIATE USERS SIG" which had its first meeting November 19,1999 started off a roaring success, with 23 attendees. Mr. Tom Scanlan, the new SIG LEADER held them glued

to the edge of their seats for the entire presentation. Read more in the INTERMEDIATE USERS SIG section of "The SIG SCENE".

SIG LEADER Susan Moore has a new Web Site on Genealogy with information on her KIPCUG GENEALOGY SIG complete with past SIG meeting presentations for

those who miss a meeting or lose their notes. Take a look at "www.win.net/mooresk" and press the SIG button and FILE button to see why you should come to the GENEALOGY SIG.

KIPCUG SIGs are looking for people interested in attending a VISUAL FoxPro SIG. At the pre-

The SIG Scene (cont.)

sent time there are 4 or 5 people interested in finding others to study Visual FoxPro with. If you are interested please Email "sig@win.net" with your name, preferred Email address and phone number to be kept informed of the possible formation of a SIG (type "Visual FoxPro SIG?" in the subject line).

NOTICE: New Location for ACCESS SIG and a temporary meeting day change for December! Now you can attend the ACCESS SIG and have your own computer with Microsoft Access loaded on it, for use during the Presentation and Training given by the KIPCUG ACCESS TEAM. For this we want to THANK the nice people at New Horizons Computer Learning Center for giving us another meeting slot and the efforts of new TEAM Member York Stahmer who is on the Staff of NHCLC. We will meet on December 18,1999 the Third Saturday of the month. If you are interested in learning about ACCESS and would like to get together with others that like to use ACCESS, try out our NEW Meeting Place.

Now this months SIG SCENE!

ACCESS SIG

The ACCESS SIG normally meets the 4th Saturday of each month from 10:00 AM to noon (see note about December meeting below), at its new location, New Horizons Computer Learning Center located in the Triad East Building, 10200 Linn Station Road Suite110. We

have room for more attendees and now have a large screen Projector (much clearer) for presentations and computers loaded with MS Access for each attendee.

In the November meeting, SIG LEADER John Kilpatrick showed attendees various methods for selecting records, including building a Record Select form and we talked about why a Text Box is faster for large data base or server use rather than a Combo Box. SIG TEAM MEMBER York Stahmer assisted, talking about a Waterfall Query and conducted the general Q & A session, on member's projects and other ACCESS problems following the presentation.

On December 18,1999, yes a week early due to the holidays, SIG TEAM MEMBER York Stahmer will cover all you ever want to know about Macros and didn't know who to ask. Also, bring your favorite Access book for show and tell.

January will start with a take-home Project, which we will also enhance on the NHCLC classroom computers. This will be a project that each Attendee can work on with their own ideas, tailoring it to their own specific needs. Please bring a floppy so that you can take home your project.

In February, SIG TEAM MEMBER Susan Moore will cover making forms and reports with and without using the Access Wizard. These same concepts will be applied to the participants on-going Project.

DELPHI SIG

The DELPHI SIG met on November 17,1999, always the third Wednesday of every month, at the New Horizons Computer Learning Center. We discussed Y2K problems and how to work around them using Delphi.

Our December meeting will continue our Y2K discussion and we will have a Christmas Party as part of the meeting, so bring a dessert to the meeting for all to enjoy. The rest of the December meeting will be spent discussing fun stuff you can do with Delphi.

In January, we will go back to our discussion of the certification topics.

We also shall be sharing our favorite tips and hints.

Larry West and the Delphi SIG are looking for more Delphi users to attend this SIG. If you are interested in certification or all the things one must know to be at the "certified level" of knowledge, please attend and see if you find this segment interesting and productive.

GENEALOGY SIG

The GENEALOGY SIG meet at its regular location the Eline Branch of the Louisville Free Public Library for the November meeting. Susan Moore's presentation was on Land and Deed Records, their documentation, how to locate them,

The SIG Scene (cont.)

entering information and documenting citations and much more. This was the Third in a short series of more basic topics on inputting information into TMG, with 25 members in attendance. The presentation was followed by a Question and Answer session

NOTICE: There WILL NOT be a Meeting December as a consensus of members felt they would not have time due to the holidays.

The January meeting will be the Fourth in a short series of more basic topics on inputting information into TMG, covering Immigration Records, where to search, entering information and documenting citations

We are looking for suggestion for additional topics for the series.

SIG LEADER Susan Moore and all of the SIG's attendees are looking for YOU to join the SIG at a future meeting. We have room for more attendees and now have a large screen Projector (much clearer) for presentations. If you need details on how to get to the SIG, go to "www.win.net/mooresk".

HARDWARE SIG

The HARDWARE SIG November meeting featured GUEST PRESENTER, Grant Shackelford, KIPCUG resident expert on GnatBox Light, a Firewall program (the FREE version of GnatBox for personal use). Grant Shackelford covered in detail what you can do to protect your

computer. If you have a Cable modem or any other "always on" connection to the Internet that makes your computer potentially accessible from the Internet. Mr. Shackelford showed attendees a solution that is easy and inexpensive.

In December, Guest Presenter Sam Cooke will tell you what can you give the "techie that has everything" for Christmas. How about hardware or software or maybe something that, with ingenuity, can be anything? Something that will keep them amused by the hour? To see all of the above in one item, come to the hardware SIG in December. We'll have a close look at the Parallax Basic Stamp. It's a Microcontroller that is programmed from and then separated from a PC. Microcontrollers are the out-of-sight brains behind our printers, scanners, digital cameras, cars, VCRs

INTERMEDIATE USERS SIG

The INTERMEDIATE USERS SIG held its first meeting on November 19, 1999 at COMP USA's Training Center, located in their COMP USA Louisville Store at 825 South Hurstbourne Parkway. SIG LEADER Tom Scanlan started the first in a series of presentations on Troubleshooting Your Computer Problems. Tom talked about how Windows loads layers of program files to build itself up from nothing and how Windows relies on groups of system drivers that pass data

between the system and the hardware that must be loaded in sequence, controlled by config.sys, then Windows .INI files and registry entries. We looked into the Windows Control Panel and saw how parts of Windows system can be removed or installed and used MS Sysedit to look for loading details in the configuration files. We were fortunate to create our own protection fault error, which gave us a chance to use the things we were discussing. We ended after looking at Win98's SFC.exe to see how it can scan the system for damaged or altered files, and help restore files.

The December meeting will quickly go back over what we learned about how the operating system builds itself up, and talk about what system drivers do. We will spend time using Microsoft's MsInfo32 to explore the loading sequence of drivers, and the complexity of the system, and use it to learn otherwise hidden details about the inner working of Windows. Taking the information from MSinfo, we will search for system files and use Explorer to gather more information about them, like version info and digital signatures.

The January meeting will explore the use of the MSConfig and TweakUI tools,

Windows System Properties and Device Manager to control the loading of some drivers and the removal and installation of new system drivers.

Tom has been involved with computers for 24 years and he has taught electronics and computer technology for UofL, WKU, General

The SIG Scene (cont.)

Electric. He has a strong background in hardware and software as well as excellent communication skills, presently is an online technical advisor for a big name ISP, among many other things he does.

If at all possible, please try to attend, as we will be polling the attendees for future meeting subjects and problems to solve. If you would like information about the INTERMEDIATE USERS SIG, contact Tom Scanlan at tpscan@bluegrass.net or call (502) 477-1639

INTERNET USER AND TELECOM SIG

Due to Thanksgiving, the SIG did not meet in November.

NOTICE: The November and December meeting will be combined and met on December 2, 1999. This is due to the November meeting date falling on Thanksgiving Day and the December meeting date is two days before Christmas. The topic is how companies are using wireless technologies for their voice and data need. Guest Presenter, Joe Mays of Win.Net will give us a brief presentation on how this technology is used.

INVESTING SIG

The INVESTING SIG conducts the investing discussions that have been going on since 1986. There

was 15 attendees at the September INVESTING SIG meeting.

Next SIG Meeting will include general information on investing and the usual information exchange.

This is not an investment club; they DO NOT discuss mutual funds.

NEW USERS SIG

The November meeting was held at the New Horizons Computer Learning Center and SIG LEADER Charley May continued the "return to the basics" started in October. Charley covered Folders with "take home" examples that attendees practiced with on the NHCLC computers giving them hands on experience. The presentation and examples gave attendees the "when, where, why and how to use them", as well as a take home practice project. Attendees then looked at the differences, advantages and disadvantages of the three word processors MS Notepad, MS WordPad and MS Word, comparing file sizes and the differences in bells and whistles

The December meeting will quickly go back over what we learned last month and answer any questions that came up during home practice. Then we will learn how the many function of the Toolbar work with what we previously learned and a few keyboard shortcuts thrown in too. Remember to bring floppy disk to store the next lesson.

In January we review past subjects, answering any question that

come up after attendees have had a chance to practice at home, then we will build on these skills

If you want to be on the NEW USERS SIG email notice list, send your name, phone and preferred email address to "sig@win.net" and we will add you to the list.

OS/2 & OTHER 32-BIT OS's SIG

NOTICE: December Meeting Canceled

KIPCUG Member, if you are interested in OS/2, NT or LINUX, please consider attending Art Atkinson's SIG held at 120 Webster in the Bakery Square Building.

Future meetings will resume in January 25, 2000 and will continue to see broader 32 BIT OS coverage, moving into NT and LINUX Operating Systems.

New attendees should e-mail or call SIG Leader Art Atkinson at 589-7411 or "aatkins@ibm.net" for meeting details. All meetings cover OS/2 tips, problems and shortcuts.

VISUAL BASIC SIG

The VB SIG met as usual on the second Thursday at 7 PM, November 11, 1999, at New Horizons Computer Learning Center. SIG Leader Martin Campion demonstrated a small program he had written which allowed

The SIG Scene (cont.)

the user to take a text file which had regular data in it, identify the line tags which accompanied the data, and then read the data automatically into a previously prepared database. For example, a user could take a list of products organized into sets of three lines, each line with a tag, e.g. Product, Cost, Description. The user would select each tag in turn, then right click to add it to the list of tags and to choose the field in the database, which does not have to be the same. Having done that the user would select "Process" and the file would be read line by line into an appropriate number of database records. Considerable discussion followed the demonstration, and Edwin Shelton did everyone a favor by recommending a program called UltraEdit, a generally very useful program which could be used to pre-process text files that are not quite regular in form before processing them with Martin's program.

The December 9, 1999 Meeting will show the final version of the database filler developed last month and demonstrate the use of a graphics library with Visual Basic.

WEBMASTER SIG

In November, SIG LEADER Don Daub's emergency fill in presenter Glenn Fish (thanks Glenn) told us why getting your clients to put enough thought into their website, BEFORE development begins is the most important phase of website development. He gave proven ideas for webmasters to use when they

initially meet with clients, that will ensure that the client has a well-thought-out plan for developing the best website for their particular need.

NOTICE: The December meeting has been cancelled due to the Holidays.

The January 20, 2000 meeting will cover Web Site development tools & helpful Web Sites. We will have a group discussion about the Web Site development tools that we are each currently using, and we'll also take a look at some popular Web Sites, as well as some that are new to the Web Site development arena. Bring a friend!

In February 17, 2000 Don Guest Presenter is Mr. Rick Tur of Tur Consulting. Rick's presentation will be on Website backend database interfacing.

If you are involved as a Webmaster in any way, please try to attend the next meeting to welcome the new SIG LEADER and make your thoughts known as to where you would like to see the SIG headed as the New SIG LEADER begins planning future meetings. YOUR suggestions for future meeting topics would be appreciated! Come at 6:00 PM. for networking with other members.

WINDOWS, WORD & EXCEL SIG

SIG Leader Jim Travelstead held the November meeting of the WIN-

DOWS, WORD & EXCEL SIG at COMP USA's Training Center. Jim's presentation was on Microsoft Windows 2000 Workstation covering setup, new features and potential problems. And as always, Jim answered members' specific questions brought to the meeting with his usual thoroughness.

Yes, there will be a December 27, 1999, last meeting of the year for all KIPCUG SIGs. Jim will start in to MS Outlook 97, 98, looking at the Contact section, the Calendar section and the E-mail function. This one should be good; even I have questions on the configuring of Outlook!

Remember to bring your W, W & E problem(s) and get an answer from the Guru himself, SIG Leader, Jim Travelstead! Between meetings Jim can be reached at by e-mail: jjim.travelstead@louisville.edu

COMPUSA

825 South Hurstbourne Parkway
Louisville, KY

**Thank You for hosting
our
Windows, Word &
Excel SIG**

We encourage all our members to support the companies that support us. Without them, we could not operate

MEETING

by Sharon Kinney-Romeo

Microsoft arrives at KIPCUG with their Windows 2000 Operating System. Designed as the replacement for WinNT and perhaps the first step to bring the Win98 and NT systems together into one OS.

The program was co-sponsored by Compaq working as a development partner and locally by New Horizons Computer Learning Center - a Microsoft Certified Technical Educational Center.



Compaq's Dale Hiatt

Compaq presented their "Non-stop" enhancements for Windows 2000 featuring PCI hot plug support for upgrade or removal of cards while running. Their on-line volume growth allows you to expand bootdrive disk space without shutting down. Their Active Answers support links off www.compaq.com give you access to a complete support data base.

New Horizons' Jim Bowman stressed the local "no limits" approach to training. New Horizons is Microsoft certified both in user and technical training. They are A+ certified within the Computing Technology Industry Association. Over 19,500 individuals have been

November 2, 1999

trained in their Louisville office off Lin Station Road. They can be reached at 426-8519 for a complete course schedule!

Microsoft's representative, Josslyn Garner is a member of the Windows 2000 development team. Her program expanded to cover both the Windows 2000 Professional Operating System for the desktop and laptops and the Windows 2000 Server Network Operating System for business of all sizes.



Microsoft's Josslyn Garner

She started from the basics: how to install. Her recommendation was the base server and then add the needed features such as domain controller or active directory.

Windows 2000 uses a computer management system with system tools such as event viewer. ms info 32 is a customer support tool to gather information about the computer for support help. The device manager is similar to Win98. You can manage users, drives, and partitions.

Windows 2000 includes a back-up scheduler that will actually start up a "sleeping" computer to complete it's task.



KIPCUG Registration Desk

The system file protection will detect and replace any critical OS files that the user might delete or corrupt by accident.

With 50% of computers being sold as laptops, the off-line folders feature allows you to transfer a folder from one computer to another and Windows 2000 will automatically update both computer's folder to match data.

The complete information is at: www.microsoft.com/windows2000

Microsoft gave everyone a copy of Windows 2000 plus some great door prizes. Compaq gave a lucky member a brand new computer! Everyone received a new shirt!



Free Software & T-Shirts

Kentucky-Indiana Personal Computer Users Group, Inc. Bylaws

BYLAWS OF THE KENTUCKY-INDIANA PERSONAL COMPUTER USERS GROUP, INC.

ARTICLE I NAME AND PURPOSE

A. The name of the Corporation shall be the "KENTUCKY-INDIANA PERSONAL COMPUTER USERS GROUP, INC.", hereafter referred to as "KIPCUG".

B. The objectives and purposes of the Corporation and the powers it shall have and may exercise are as follows:

1. The Corporation is organized and operated exclusively for charitable, educational and literary purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. In carrying out its corporate purposes, the Corporation shall have all the powers consistent with section 501 (c)(3) of the Internal Revenue Code, and allowed non-profit corporations by Chapter 273 of the Kentucky Revised Statutes.

2. In furtherance of the general purposes in paragraph (1), the purposes of the Corporation include:

a. To promote the exchange of computer-related information among members, with vendors, and with the community at large.

b. To assist and encourage new personal computer users.

c. To educate users in the productive use of personal computer hardware, software and services.

d. To provide access to global electronic networks.

e. To provide computer-related services to the community at large.

3. KIPCUG specifically opposes the unethical or illegal usage of computer

equipment, software or data. No assets of the Corporation, in either time or funds, will be devoted in any way to furthering such activities.

ARTICLE II MEMBERS

A. Any person who is interested in computers and their uses and who wishes to further the purposes of this Corporation may become a member of this Corporation by paying dues as required by these Bylaws.

B. The name of any KIPCUG member who has not paid his or her dues within 30 days of the due date shall be removed from the general membership roster.

C. Dues shall be set by the Board of Directors and may be changed by them, but in no case shall a change be retroactive in nature.

D. Membership is available in the following categories, and any additional classes as may be decided by the Board of Directors at a future date:

1. A "regular individual member" pays full dues and has all rights and privileges including voting, election to the Board of Directors and a subscription to KIPCUG's newsletter.

2. An "honorary life member" has all rights and privileges of a regular member except election to the Board of Directors. He or she is nominated by the Board of Directors and accepted by a two-thirds (2/3) majority vote of the Board of Directors at any meeting. Dues for an "honorary life member" are waived.

ARTICLE III - MEMBERSHIP MEETINGS

A. The annual business meeting of the members of this Corporation shall be called and held by the Board of

Directors during the second quarter of each year.

B. Special business meetings of the members of this Corporation may be called by the Board of Directors, by the President, or by a petition signed by the lesser of twenty (20) percent of the total number of current members or seventy-five (75) members and filed with the Secretary at least thirty (30) days before the meeting.

C. Written notice of the time and place of each special business meeting of members shall be mailed to each member entitled to vote thereat or mailed to his or her last known address at least ten (10) days, but no more than thirty-five (35) days, before the date of the meeting. The notice of a special meeting must also state the general nature of the business to be transacted thereat.

D. Only members of record and in good standing at the time of the meeting and at the close of business thirty (30) days before an annual or special business meeting of members shall be entitled to vote thereat.

E. A quorum at an annual or special business meeting of members shall be the lesser of twenty (20) percent of the members entitled to vote thereat, or seventy-five (75) members. Approval of business brought before the meeting shall be by a majority of those in attendance, except as otherwise provided in the charter bylaws or under statute.

F. Regular educational meetings (generally monthly) shall be established by the Board of Directors with the scheduled time and place thereof published in KIPCUG's newsletter. Additional meetings may be scheduled, provided notice is given by publishing in KIPCUG's newsletter, mailing or by electronic posting on the Corporation's Internet web site before such meetings.

Kentucky-Indiana Personal Computer Users Group, Inc. Bylaws

ARTICLE IV - BOARD OF DIRECTORS

A. The number of directors shall be at least twelve (12) and no more than twenty (20).

B. The Board of Directors shall consist of the following elected positions: President, Vice-President, Secretary, Treasurer, Director of Programs, Director of Membership, Director and Volunteer Coordinator, Director of Special Interest Groups, four (4) Directors at Large and any appointed Directors created within the scope of these Bylaws. All the officers and elected Directors shall have full voting rights.

C. The board, at their first meeting following the elections, may appoint the following directors with full voting privileges who shall serve at the discretion of the Board:

1. Webmaster;
2. Legal Advisor;
3. Public Relations; and
4. Editor of the Newsletter.

D. The board may appoint up to four (4) additional directors from the membership. An Appointed Director shall serve at the discretion of the Board and may have either limited or full voting rights.

E. Officers and Directors must be members of the Corporation at the time of their election and entitled to vote thereat and must remain members in good standing of the Corporation during their tenure.

ARTICLE V BOARD MEETINGS

A. The Board of Directors shall hold regular meetings no less than quarterly at such times and places as may be determined from time to time by resolution of the Board.

B. Seven (7) Directors shall constitute a quorum of the Board of Directors. Any action taken shall be at least a clear majority of the quorum. No proxies shall be accepted, and abstentions shall not be considered a vote for nor against the matter being voted upon. If the secretary is not present, then the first order of business shall be the appointment of a secretary pro tempore.

C. Special meetings of the Board of Directors may be called by the President, the Vice-President, the Secretary or by any two (2) directors. Notice of the time and place of each special meeting shall be delivered to each director personally or by telephone at least one (1) day prior to the meeting, or by first-class mail to his or her last known address at least four (4) days before the meeting. Attendance at a special meeting shall constitute waiver of notice.

D. Meetings of the Board of Directors shall be open to all members. The meeting may also be open to others at the option of the presiding officer or upon the vote of the majority of voting directors in attendance.

ARTICLE VI ELECTIONS

A. Officers and elected Directors shall be elected by the members at each annual meeting of members. They will take office at the end of the annual meeting, and shall serve until their successors are elected and qualified.

1. In November of each year a nominating committee shall be appointed by the President and approved by the Board. The committee shall consist of five (5) persons and include at least two (2) individuals who are not currently members of the Board of Directors.

2. The nominating committee shall submit a slate of officers and elected directors to the Board of Directors at its

February meeting. All nominees must agree to have their names submitted for election. The slate of nominees shall be introduced to the membership at the March general meeting at which time the floor shall be opened for additional nominations. Once the nominations are closed, the names of all those nominated shall be included on a ballot in the next newsletter sent to the membership along with a brief profile of each individual. Mailing of the newsletter with the ballot should be timed so that all members should receive it no later than ten (10) days before the annual business meeting date. The members shall vote to select the officers and elected directors at the annual business meeting. No proxies shall be accepted.

B. Immediately after the annual meeting of members, the newly-elected Board of Directors shall meet for the purpose of fixing the time and place of its first meeting. The first meeting should be held within thirty (30) days of the date of the annual meeting.

ARTICLE VII OFFICERS

A. All officers shall be elected from the general membership according to the procedures set out in Article VI.

B. The officers of this Corporation shall be a President, Vice-President, Secretary, and Treasurer.

C. Subject to the control of the Board of Directors, the President shall have general supervision, control and direction of the business and affairs of this Corporation. The President shall preside at all meetings.

D. In the absence or disability of the President, the Vice-President shall perform the duties of the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

Kentucky-Indiana Personal Computer Users Group, Inc. Bylaws

E. The Secretary shall maintain the records of KIPCUG, keep minutes of the Board of Directors meetings and membership meetings, and give notice where required by these bylaws. The Secretary shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

F. The Treasurer or such other person designated by resolution of the Board of Directors shall keep accurate records of all receipts and disbursements, report on the financial condition at each regular Board of Directors meeting and at the annual membership meeting, conduct an annual inventory of capital assets, and file all required reports with the Commonwealth of Kentucky and the Internal Revenue Service. The Treasurer shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

ARTICLE VIII COMMITTEES

A. The President shall designate and appoint a Finance and Budget Committee. The members of the committee shall include the: President, Treasurer and three (3) other directors of the President's choosing, subject to approval of the Board of Directors. It shall be the responsibility of this committee to seek and review a budget from all directors for expenditures in the next budget year and to submit said budget to the Board on an annual basis for the Board's approval. This committee also has the responsibility of conducting personally, or through an agent, an audit of the books and financial records of the Corporation no less than annually. No notice is required before an audit.

B. The Board of Directors may designate and appoint additional committees including an executive committee with powers and responsibilities, by resolution of a majority of the directors in

office.

ARTICLE IX - SPECIAL INTEREST GROUPS

A. In keeping with the mission statement of the Corporation, KIPCUG supports Special Interest Groups ("SIGs") in order that members may focus on specific areas of interest.

B. Rules and procedures concerning the operation of SIGs shall be determined from time-to-time by the Board of Directors.

ARTICLE X FINANCES

A. All receipts shall be deposited in the financial institutions chosen by the Board of Directors.

B. Officers and directors shall not receive any salary or other compensation for their services as directors or officers, although actual expenses incurred in doing KIPCUG's business as approved by the Board of Directors, may be reimbursed.

C. All KIPCUG activities and standing committees that conduct regular financial transactions shall operate within a budget approved by the Board of Directors. All requests for a check shall be submitted in writing accompanied by an invoice signed by the officer/director requesting the check. The treasurer or other officer responsible to the Board for the financial affairs of the Corporation may request approval in writing from the Financial and Budget Committee for standing authorization to approve certain routine transactions by other than advanced written permission. An example of this is the routine payments to the U.S. Postal Service for postage for mailing the Corporation's newsletter. All capital asset purchases exceeding \$500 shall be approved by resolution of the Board. All checks must be signed by the Treasurer or by

any director designated by the Board as an authorized signer. The Treasurer and all authorized signers shall be bonded in an amount equal to not less than the amount of the dues collected during the past twelve (12) months. All expenditures over \$200 not in the current budget must be authorized by the Board of Directors.

D. The directors, officers, employees and members of the Corporation shall not, as such, be liable on the obligations of the corporation.

ARTICLE XI AMENDMENTS

These Bylaws may be amended either by the majority of the Board of Directors in office or by the vote of a majority at an annual or special business meeting of members. If the amendment is approved by the Board of Directors, it shall not become effective until thirty (30) days after it is mailed to the members. If a special business meeting of the members of this Corporation is called to review the amendment pursuant to Article III Section (B), then implementation of the amendment shall be delayed until the matter is resolved at the special business meeting of the Corporation.

The Bylaws of The Kentucky-Indiana Personal Computer Users Group, Inc. were approved at the meeting of the Board of Directors on September 14, 1999.

*Published as approved, Fred Soward,
President, Kentucky-Indiana Personal
Computer Users Group*

KIPCUG Mentors - aka members helping members

The following members have volunteered to provide assistance to any current member on these topics:

Debbie Bulleit (dbulleit@iusmail.ius.indiana.edu)

AskSam, ASAP, Excel

Danny Lee Catron (CDMRFIX@aol.com OR 502-495-1874)

OS/2, Windows 95, WordPerfect 4 - 6.1, Lotus 1-2-3 ver 5, Hardware

T.Lee Harris (tlee@aye.net)

Pagemaker

Steve Goldberg (stevegold@aol.com)

Paradox, Quattro Pro, WordPerfect, Excel, AOL, CompuServe

Mike Shaikun (mike@aye.net)

HTML and Basic WebPage Design

Bob Streever (bobs@directec.com)

Pagemaker, FoxPro

John Henderson (jhenderson@win.net)

Webmaster, HTML and Basic WebPage Design

For help with additional topics, post a message to the KIPCUG Web Forum at <http://www.kipcug.org>

We are always interested in hearing from people willing to help out their fellow KIPCUG members.

Kentucky-Indiana Personal Computer User's Group Inc.

KIPCUG

291 N Hubbards lane, Suite STE B-26-318

Louisville, KY 40207

www.kipcug.org

Membership Application

Individual - \$35.00 annually

Family - \$50 annually for 2 people in the same household

Student - \$15 annually. Specify school & course of study _____

(Does not include mailing of I/O newsletter)

Corporate - \$160 annually for four people from same corporation

I prefer to receive the I/O newsletter by electronic means only

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

If you wish to pay by Visa or MasterCard: Card # _____ Exp: _____

Signature: _____



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**The next General Meeting will be on
Tuesday, December 7, 1999 @ 6:30 pm
at Indiana University Southeast, Ogle Center
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